



## SAFER RECRUITMENT POLICY

### 1. INTRODUCTION

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

1.1 This policy has been developed to embed safer recruitment practices and procedures throughout Ravensbury Community School and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in *Keeping Children Safe in Education 2019* and *Working together to Safeguard Children* (DfE 2018) has been ratified by the Governing Body Resource Committee on 27<sup>th</sup> January 2020 and will be reviewed in January 2022 unless changes in between.

1.2 This policy reinforces the conduct outlined in the Government Office North West 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' as well as the school's whistle blowing policy all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- ensuring that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people
- ensuring that all job applicants are considered equally and consistently;
- ensuring that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- ensuring compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), *Keeping Children Safe in Education* - September 2019 (KCSIE), the *Prevent Duty Guidance for England and Wales 2015* (the *Prevent Duty Guidance*) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and



- ensuring that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

1.3 Ravensbury Community School is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

1.4 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Manchester LA Designated Officer (formally LADO) within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
- conducted an act which is deemed inappropriate and may impact on the school's reputation or confidence in staff's ability to safely work with children.

1.5 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

1.6 Nicola Richardson will check for updated relevant information about staff every 3 years.

## **2. ROLES and RESPONSIBILITIES**

The Headteacher and governing body will ensure that all external staff and volunteers have an enhanced DBS check with barred list information provided that 'children's workforce independent schools' is specified in the parameters for the barred list check)

The Headteacher and School Business Manager will be responsible in the completion of the recruitment and selection checklist. See appendix A

2.1 The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school's compliance with them
- ensure that section 128 checks are carried out on the Headteacher



## 2.2 The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- ensure that section 128 checks are carried out on; Governors who sit on committees or local governing bodies with delegated responsibilities, Teaching positions on the senior leadership team and Teaching positions that carry a department headship
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

## 3. INVITING APPLICATIONS

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

“Ravensbury Community School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced with barred list information check”.

3.2. All applicants will receive a pack containing the following when applying for a post:

- A statement of the school's commitment to ensuring the safety and well-being of the pupils
- A letter outlining the schools commitment to safeguarding
- Job description and person specification with details of the selection techniques
- The school's Safeguarding Policy
- The school's Safer Recruitment Policy
- The selection procedure for the post
- An application form

3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms must be returned to the applicant where the deadline for completed forms has not passed.

3.4. Candidates submitting an application form completed on-line will be asked to sign the form application form if called for interview.

3.5 A curriculum vitae (CV) will not be not be accepted in place of a completed application form.



#### **4. IDENTIFICATION OF THE RECRUITMENT PANEL**

4.1 Although no longer a statutory requirement, good practice suggests that at least one member of the Selection and Recruitment Panel to have successfully completed training in 'Safer Recruitment'.

Staff who have completed Safer Recruitment Training are:

Maureen Hughes –Headteacher

Louise Thewlis –Deputy Headteacher

Nicola Richardson – Business Manager

#### **5. SHORT LISTING AND REFERENCES**

5.1 At least two people will be involved in the process of scrutinising applications and short listing candidates.

5.2 Candidates will be short listed against the person specification for the post.

5.3 Two references are sought for all shortlisted candidates and scrutinised prior to interview so that any discrepancies may be probed during this stage of the procedure. One reference must be from the applicant's current/most recent employer.

5.4 Open references will not be relied on and will be verified to make sure that the information is correct.

5.5 Electronic references received from employers will be checked to ensure they have come from a legitimate source

5.6 References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.7 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.5 Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate's suitability for the post



5.6 Reference requests will include the following:

- Applicants current position and salary
- Disciplinary record

Information relating to a person's sickness and attendance record will be requested after the preferred candidate has been selected.

5.7 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

## **6. INVITATION TO INTERVIEW**

6.1 Candidates called to interview will receive:

- A letter confirming the interview and details of the selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Opportunity to visit the school prior to interview
- Asked to bring photo ID to confirm identity

## **7. THE SELECTION PROCESS**

7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

7.2 Interviews will always be face-to-face.

7.3 Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

## **8. EMPLOYMENT CHECKS**

8.1 An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire



- The Teacher Services system is used to verify any award of qualified teacher status (QTS) and the completion of teacher induction or probation periods
- Provide proof of eligibility to live and work in the UK

#### 8.2 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file and will be kept in line with the schools record retention policy.
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

8.3 Employment will commence subject to all checks and procedures being satisfactorily completed.

### 9. INDUCTION

9.1 All staff and volunteers who are new to the school will be given an induction programme which will clearly identify the School policies and procedures on safe working practices, including the Child Protection Policy, Part One of KCSIE and Code of Conduct and make clear the expectations which will govern how staff carry out their roles and responsibilities.

9.2 All successful candidates will undergo a period of monitoring and will:

- Meet regularly with their induction tutor
- Meet regularly with their line manager
- Attend any appropriate training

### 10. SUPPLY STAFF

10.1 Ravensbury Community School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.

10.2. Ravensbury Community School will carry out identity checks when the individual arrives at school.

### 11. PERIPATETIC STAFF

11.1 Ravensbury Community School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

### 12. VOLUNTEERS INVOLVED IN REGULATED ACTIVITY

12.1 We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity



- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2019 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

12.2 If a parent volunteer is one of a group helping out on a one-off occasion such as a day trip, sports day, school fair there is no need for the person to have a DBS certificate or Barred list check. However if the volunteer is undertaking an on-going role that involves regular contact with children the school will undertake a risk assessment to decide whether to obtain an enhanced DBS certificate. See appendix B

### **13. CONTRACTORS**

13.1 We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

13.2 We will obtain the DBS check for self-employed contractors.

13.3 Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

13.4 We will check the identity of all contractors and their staff on arrival at the school.



13.5 For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2019 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought



