

PINNER WOOD SCHOOL



SAFER RECRUITMENT POLICY

Approval Authority:

Effective From: March 2023

Date Ratified by GB:

Next Review Date: March 2024

Signed by Chair of GB:

Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process that 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

This policy is in line with latest government guidelines and follows the principles from KCSIE updated January 2021 pgs 25-26 para 99-104 and Part Three: Safer Recruitment pgs 33-55. The Headteacher, Deputy Headteacher and Office Manager update Safer Recruitment training regularly. The last update was 22.11.2021.

This policy is to be read alongside the Pinner Wood Safeguarding and Child Protection Policy updated November 2021.

In line with Part Three of KCSIE Jan 2021, the Pinner Wood governing body prevents people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised.

What school should do if there is a safeguarding concern or an allegation is made about another staff member who may pose a risk of harm to children

If staff have safeguarding concerns, or an allegation is made about another member of staff (including supply staff and volunteers) posing a risk of harm to children, then:

- this should be referred to the Headteacher;
- where there are concerns/allegations about the Headteacher, this should be referred to the Chair of Governors

What school staff should do if they have concerns about safeguarding practices within the school KCSIE updated January 2021. Please see *Pinner Wood Safeguarding and Child Protection Policy* pg 15.

DBS Checks

All staff employed by the school who work unsupervised with children are subject to an enhanced DBS check. These are checked by the Headteacher and office manager.

- Checks will be made to establish if teachers are prohibited from teaching.
- Enhanced DBS checks will be made on governors.
- All volunteers, supervisors and personnel who work regularly, and are unsupervised with children, are also required to have DBS checks.
- DBS checks are not required for visitors. Visitors will not have unsupervised access to children.
- Checks for volunteers are required only for those who have regular and unsupervised access to children and young people. Under the terms of the Protection of Freedoms Act 2012 where a volunteer is being adequately supervised, they are not considered to be working in regulated activity however often they do this, and the school does not need to request a DBS check.
- Prohibition checks will be recorded on the Single Central Record (SCR).
- Clarification and checks on volunteers will be recorded on the SCR. The DSL will coordinate action on safeguarding and promoting the welfare of children within the school setting.

Statutory Requirements

The statutory requirements for the appointment of a Deputy Headteacher and a Headteacher in school are met.

Identification of Recruiters

The school ensures that at least two members of the recruiting panel have received accredited training in Safer Recruitment procedures. Currently, training is held by the Headteacher, Deputy Headteacher and Office Manager.

The Recruitment Process

- The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them.
- All staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications and a satisfactory barred list check, enhanced DBS check and a right to work in the UK.
- All teachers working within our school have been checked using the Teacher Services website to ensure they have been awarded QTS, they have completed their teacher induction and that there are no prohibitions, sanctions or restrictions in place that might prevent them from taking part in certain activities or working in specific positions.
- Our governors are subject to an enhanced DBS check without barred list check.
- The school maintains a single central record of recruitment checks for audit purposes.
- Any member of staff working in regulated activity prior to receipt of a satisfactory DBS check will not be left unsupervised and will be subject to a risk assessment.
- Volunteers who are not working in regulated activity, will be supervised at all times.

The application of rigorous procedures for the recruitment of any staff or volunteers who come into contact with children, both directly and indirectly, can reduce the likelihood of allegations of abuse being made that are founded. As an absolute minimum, the following standards are followed:

- All prospective employees should complete an application form which asks for details of their previous employment and for the names of two referees.
- All prospective workers should have a DBS check, if working unsupervised with children, before they start employment or activities.
- The Headteacher and, if needed the Chair of Governors will make a judgement regarding each person's appropriateness to fulfil a role depending on the outcome of a DBS check, an interview and references.
- All prospective employees should be interviewed to establish previous experience of working in an environment where there is contact with children and perceptions of acceptable behaviour.
- Nobody should start work before references have been received. Referees should be reminded that references should not misrepresent the candidate or omit to say things that might be relevant to their employment.
- All appointments to work with children should be subject to an agreed probationary period.
- New members of staff should be clear about their responsibilities and wherever possible, work to an agreed job description.
- These guidelines should be available to everyone and fully discussed as part of an induction process.

Inviting Applications

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

“Pinner Wood School is committed to providing equality of opportunity and safeguarding, promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to complete a criminal records self-declaration form upon shortlisting.”

All post holders are subject to a satisfactory enhanced DBS check. Prospective applicants will be supplied as a minimum, with the following:

- Job description and person specification
- Child Protection and Safeguarding Policy
- School's Safer Recruitment Policy
- Selection procedure for the post
- An application form
- Criminal records self-declaration form

All prospective applicants must complete, in full, an application form.

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, so that any discrepancies can be probed during the selection stage
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted
- 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
- School 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
- 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 their DBS
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people

Safer recruitment and Selection of Staff

- In line with part three of KCSIE 2021, the school's governing body will prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required, ensuring volunteers are appropriately supervised.
- The updated KCSIE January 2021 has removed references to checking Teacher Services for EEA sanctions. From January 2021 Teachers' Regulation Authority checks are only for UK citizens and so schools need to arrange for those checks to be carried out in the relevant country for overseas applicants.
- KCSIE January 2021, para 172 has been amended to provide advice on how schools can check the past conduct of individuals who have lived or worked overseas following the UK's withdrawal from the European Union.
- From July 2021 overseas candidates must apply for a visa using the points-based immigration scheme.
- From July 2021 candidates from an EEA country will need to provide evidence of having obtained settled status.

Individuals who have lived or worked outside the UK

Individuals who have lived or worked outside the UK **must** undergo the same checks as all other staff in school (set out in paragraphs 154 and 160 KCSIE 2020). This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, the schools will make any further checks appropriate so that any relevant events that occurred outside the UK can be considered.

These checks could include, where available:

Criminal records checks for overseas applicants

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Employment Checks

All successful applicants are required:

- to provide photographic proof of identity
- to complete a DBS application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

Induction

- All staff who are new to the school will receive induction training that will include the school's safeguarding and child protection 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 a member of SLT.