



DITCHAM PARK SCHOOL

Safer Recruitment Policy

This policy applies to all staff of Ditcham Park School.

1. Scope of the Policy

1.1. The Safer Recruitment and Selection Policy applies to any individual working in any capacity at or visiting, the school and also includes those in the EYFS.

- Teaching and Support staff
- Supply Teachers
- Contractors and other staff supplied by third parties
- Governors and other volunteers

1.2. The school recognises its obligations under:

- The Independent School Standard Regulations (2017)
- The Safeguarding Vulnerable Groups Act (2006) as amended by the Protection of Freedom Act (2012)
- Working Together to Safeguard Children (2015) (WTSC)
- Keeping Children Safe in Education (September 2016)(KCSIE)
- Prevent Duty Guidance as per Counter-Terrorism and Security Act (2015)

and will comply with these regulations and statutory guidance.

2. The importance of Safer Recruitment and Selection

2.1. Recruiting people who are wrong for the School can lead to increased staff turnover, increased costs and lowering of morale in the existing workforce. Such people are likely to be discontented, unlikely to give their best, and end up leaving voluntarily or involuntarily when their unsuitability becomes evident. They will not offer the flexibility and commitment that the School requires and seeks.

2.2. Adherence to this policy will ensure that the School recruits and selects the best applicants

for employment who are engaged and are committed to the education of the children and are sympathetic and believe in the values and ethos of the School. It will also deter, identify and allow the school to reject applicants or visitors who might abuse children or are otherwise unsuitable to work with children and young people.

3. The School's Legal Responsibility and the Importance of Fairness

- 3.1. The School and its representatives have a legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process on the grounds of sex, race, disability, age, sexual orientation, pregnancy, maternity, marriage and civil partnership, gender reassignment and religion or belief.
- 3.2. The Safer Recruitment policy is aimed at ensuring that the experience for all candidates is fair, non-discriminatory and that the chosen candidate is recruited on merit, ability and suitability for the post.
- 3.3. Selection decisions will be made in accordance with equality principles and the School will comply at all stages of the recruitment experience with its responsibilities under The Sex Discrimination Act 1975, the Race Relations Act 1976, the Employment Equality Regulations (covering sexual orientation, religion or belief, and age) and the Equality Act (2010) including the School's responsibility for making reasonable adjustment for a successful candidate with a disability to take up their appointment.
- 3.4. This policy will be reviewed annually or as and when new legislative changes and/ or statutory requirements regarding recruiting and safer recruitment occur and will be updated accordingly.

4. Equal Opportunities

- 4.1. Equality of opportunity is an integral part of the recruitment and selection process, and to this end the School may offer training and encouragement to any under represented groups.

5. Principles

- 5.1. The School recognises that its staff are its single most important resource. Therefore recruitment and selection of all levels of staff are activities of major importance. Recruitment is not an isolated task but rather the beginning of the employment relationship. All staff involved in any level of recruitment or any stage of the process should ensure that:

- They act in accordance with the School's Safer Recruitment Policy
- All appointments are made on merit, against objective criteria which are applied consistently across all candidates
- Confidentiality is maintained at all times regarding candidates' details
- The School attracts and retains a high calibre of staff
- The highest quality of teaching and support is provided to all children and young people

- A favourable and positive image of the School is promoted through its Safer Recruitment activities.

5.2. The School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including enhanced DBS checks. This commitment is embedded in all our procedures and pre-employment checks.

5.3. Training will be provided for key staff with responsibility under this policy. Relevant training should be undertaken by anyone who will be involved in any recruitment exercise. This will cover equalities implications of recruitment and selection and the requirements of this policy.

5.4. In addition at least one person who is responsible for interviewing applicants must have passed the Safer Recruitment training. This means a recruitment panel must have at least one member who has completed the training. In addition, the person responsible for the School's recruitment processes must have completed this training.

6. The Recruitment Process

6.1. Adverts and all recruitment materials will make clear the school's commitment to Safer Recruiting, promoting the safeguarding and welfare of children and young people. All applicants will be treated fairly and equally through the recruitment stages in accordance with the principles of this policy.

6.2. Applicants for employment will be expected to complete in full the school's application form, detailing their experience and providing the names of suitable referees who will be contacted, with the applicant's permission, prior to the interview for teaching staff and on condition of offer for support staff.

6.3. Shortlisted candidates will undergo a selection process to determine their suitability for employment, against objective criteria. The selection process will reflect the requirements of the post but will as a minimum involve an interview with an appropriate and trained member of staff.

6.4. All notes written by interviewers will be kept with all paperwork for each recruitment exercise and feedback where agreed will be provided to unsuccessful candidates.

6.5. Reasonable adjustments to the selection process under the Equality Act (2010) will be made for individuals with disabilities.

6.6. Staff who are involved in interviewing are required to ask candidates to:

- account for all gaps in their employment history
- account for discrepancies from references or accompanying CVs / application forms
- demonstrate their understanding and ability to safeguard the welfare of children and young people

6.7. In addition candidates must be given the opportunity to declare any information which is likely to be revealed on a DBS disclosure or through other recruitment checks.

7. Appointment

7.1. The appointment of the successful candidate will be provisional and subject to completion of pre-employment checks. The level of checks required will depend on the role and duties of an applicant to work in the school.

7.2. For most appointments the applicant will be engaged in a 'regulated activity' –that is if as a result of their work they:

- Will be responsible, on a regular basis, in any setting for the care or supervision of children; or
- Will work regularly in a school or college at times when children are on school or college premises (where the persons work requires interaction with children whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed by a contractor);

7.3. Regulated activity includes:

7.3.1. teaching, training, instructing, caring for (see 7.4.1 below) or supervising children if the person is unsupervised, or providing advice or guidance on well being, or driving a vehicle only for children,

7.3.2. work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

7.4. Work under 7.3.1 or 7.3.2 is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

7.4.1. relevant personal care, or health care provided by or provided under the supervision\ of a health care professional:

- personal/intimate care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing (please see the Reed's School Intimate Care Policy);
- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

7.5. The range of checks the school will carry out is listed below.

Check / Activity
Check applicant has signed the application form
Check identity, using documentation required by DBS
Receive medical clearance (Conditional Offer)
Request References
Telephone verification of references
Check relevant qualifications and provide original certificates for required Qualifications (interview stage)
Check Teaching Status as per DfE regulations
Overseas checks where appropriate
European Economic Area (EEA) check for those who have taught in the EEA
Check right to work in the UK
Check disqualification by association
Complete an enhanced DBS disclosure process and receive satisfactory clearance
Check Barred list/List 99
Prohibition from teaching check using Employer Access Online service (teaching staff)
Prohibition from management directions (section 128) (management positions)
Contract of employment signed, returned and added to file
Complete Single Central Register

7.6. Any concerns raised during the employment checks will be investigated and a written note kept on the employment file of the further investigation conducted and its conclusion.

7.7. Normally the successful candidate will not commence employment until all pre-employment checks have been completed and are satisfactory. In exceptional circumstances, employment may commence for a short period 'under supervision' based on business need and the completion of an Early Employment Risk Assessment (EERA). This will be recorded and signed off by a member of the Senior Leadership Team.

7.8. The following conditions must be met for this to be permitted:

- The appointment is not confirmed
- The DBS application has been made
- A prohibition check has been completed if applicable (for teaching staff)
- A prohibition from management check has been carried out, if applicable
- Further overseas checks (including EEA) as appropriate has been completed
- Check of professional qualifications as appropriate has been completed
- Check on right to work in the UK has been completed
- Check disqualification by association has been completed
- Appropriate safeguarding and supervision arrangements have been documented and the person in questions has signed to confirm their understanding of these (evidence of this will be retained for the personal file)
- The safeguarding and supervision arrangements are reviewed at least every two weeks

8. References

8.1. The school will always ask for written information 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 school will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

8.2. References provide objective and factual information to support appointment decisions. They will always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed.

8.3. References will be sought on all short-listed candidates for teaching roles before interview and upon a conditional offer for Support staff roles, will always be requested directly from the referee and must be supplied on the school's standard reference form which requires answers to specific questions. Open references, for example in the form of 'to whom it may concern' testimonials are not acceptable

8.4. References will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate. They will also be compared for consistency with the information provided by the candidate on their application form and any discrepancies will be taken up with the candidate.

8.5. 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 Employer Access Online checks referred to previously).

8.6. Referees will be contacted to verify the reference.

9. Confirmation of appointment

9.1. When all pre-employment checks have been completed satisfactorily, the offer of employment will be confirmed in writing.

9.2. Copies of identity documents, right to work in the UK and qualifications will be retained on the employee's file.

9.3. Candidates who are not able to satisfy the pre-employment checks will have their conditional offer of employment to the School withdrawn or will be subject to disciplinary action and potential dismissal for Gross Misconduct.

9.4. Any candidate who applies for a role in the School despite being on the Barred or Prohibited lists must be reported to the appropriate authorities at once.

10. Agency and third-party staff, visiting professionals

10.1. The School will obtain written notification from any agency or third party organisation that supplies staff to the School that the organisation has carried out all the checks on an individual who will be working at the School that the School would otherwise perform. This must include, as necessary, a barred list check and, if applicable, a check on prohibition orders, prior to appointing that individual.

10.2. Supply agencies are required to provide the school with the date that it or another agency received an enhanced disclosure for a member of staff it supplies and the date of that disclosure. If applicable the supply agency must also provide written notification of the contents of a disclosure. The school must also independently check ID on arrival.

11. Contractors' Staff

11.1. Contractors working at the school on a long-term basis will be subject to the same checks as school staff with written confirmation supplied by the employing organisation. The school will carry out an identity check of such staff on arrival.

11.2. Where employees of contractors will have access to areas of the school where regular unsupervised contact with children is possible the school will require written confirmation that DBS checks have been undertaken by the contractor and will also carry out identity checks on arrival.

11.3. Where a contractor working regularly at the school is self-employed the school will obtain an enhanced DBS check.

12. Volunteers

12.1. The arrangements for volunteers will vary according to the individual and activity.

12.2. Volunteers in a regulated activity must undergo the same checks as staff employed at the school. This will include all volunteers who accompany residential school trips.

12.3. Regular volunteers not engaged in a regulated activity, including those who are supervised at all times, may require an enhanced DBS check.

12.4. 'One-off' volunteers for day outings concerts etc.do not require vetting checks but must be supervised at all times by a suitably checked member of staff and may not undertake any kind of personal care of pupils.

13. Governors

13.1Governors are volunteers and will be treated on the same basis as outlined above for other volunteers. The Chair of Governors will ensure that all governors are subject to an enhanced DBS right to work and ID checks as part of the appointment process. If a governor will be engaged in a regulated activity a barred list check will also be requested.

14. The Chair of Governors

14.1. The Chair of Governors will be subject to the following checks by the Secretary of State for Education:

- Enhanced DBS check
- Confirmation of identity
- Check on the right to work in the UK
- Overseas and other checks as appropriate

15.1 Staff not in a regulated activity

- 15.1 Some staff may come onto the school site on an infrequent basis to work under supervision – for example a visiting specialist running a workshop. Identity checks will be carried out when such staff arrive at the school.
- 15.2 Suitable checks should be undertaken for visiting speakers and they must not be left unsupervised with children.

16. Single Central Register

16.1. The school will maintain a Single Central Register which records whether or not the following checks have been carried out and the dates on which these were completed:

- Identity check
- Barred list check
- Enhanced DBS check – see above for additional requirement for supply staff
- Prohibition from teaching check (for teaching staff)
- Prohibition from management check for those in management positions
- Further overseas checks (including EEA) as appropriate
- Check of professional qualifications as appropriate
- Check on the right to work in the UK
- Check disqualification by association
- Employment history –application form
- References
- Medical fitness declaration
- Interview Notes
- Child Protection Training Date
- Confirmation that the most updated version of the Keeping Children Safe in Education guidelines have been read and understood

16.2. The Single Central Register will include the following people:

- All staff including supply staff who work in the school; this means those providing education to children
- All others who work in regular contact with children in the school, including volunteers
- All members of the governing body

17. Work Experience

17.1 A person supervising a child under 16 on a Work Experience placement may require barred list checks if the conditions for regulated activity are met. The duty here will be on the employer to complete these checks.

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