



**THE CEDARS
SCHOOL**

Safer Recruitment Policy

1 Introduction

- 1.1 At The Cedars, we are committed to safeguarding and promoting the welfare of all children in our care. We need to ensure that our recruitment policies and practices contain the necessary measures to enable us to employ a workforce that will fulfil its roles and responsibilities with full regard to this commitment.
- 1.2 This policy aims to ensure compliance with legislation, and encompass best practice to ensure that we are effective in attracting, recruiting and retaining an appropriately skilled and talented workforce. The process for checking and vetting potential employees is a critical part of this process. Robust and rigorous recruitment and selection practices helps deter or reject unsuitable applicants from gaining positions within the school and help to ensure that the workforce is fully committed to contributing towards a safe and secure school environment.
- 1.3 This policy has been written in accordance with the following guidance: 'Keeping Children Safe in Education' (KCSIE) September 2018, 'Working Together to Safeguard Children' (WTSC) July 2018, 'The Protection of Freedoms Act 2012' and guidance from the Disclosure and Barring Service (DBS) 2013. It is also linked to the school's Child Protection & Safeguarding Policy. We aim to meet all regulatory requirements in order to fully safeguard pupils.

2 Roles and responsibilities

- 2.1 The Head is responsible for the internal organisation, management and control of the school. However all staff and volunteers have an integral responsibility in ensuring that the school environment is safe and secure for children and that appropriate procedures are followed.
- 2.2 At least one person who sits on staff recruitment panels has completed some form of safer recruitment training.

3 Equal Opportunities

- 3.1 The Cedars is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.
- 3.2 The recruitment and selection process will be applied fairly and consistently to all applying for positions within the school.

4 Safeguarding Statement

4.1 We will ensure that all our recruitment and selection practices reflect our commitment to safeguarding and promoting the welfare of all children and young people in our care.

5 The Recruitment Process

5.1 The main elements of the process are:

- A Candidate Information Pack will be sent to all interested applicants and this will contain the following: A PACT application form, job description (usually including person specification), PACT Charter of Educational Principles
- Ensuring job descriptions/role profiles are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children
- Ensuring that the person specification includes specific reference to suitability to work with children and includes both essential & desired criteria
- Advertising (to include what qualifications, experience and qualities are required and that, if successful, they will need to obtain an enhanced certificate through the DBS. Mention will also be made of the school's commitment to safeguarding & promoting the welfare of children)
- Using the PACT application form to obtain and scrutinise comprehensive information about applicants, and checking for discrepancies or anomalies (preferably by someone involved in the recruitment process)
- Ensuring references are obtained that help assess applicants suitability for the post through specific focused questions (where possible one character & one professional reference)
- Conducting face to face interviews that ask appropriately robust questions (with written notes kept & details of outcome)
- Verification of identity
- Verification of qualifications and skills (if relevant)
- Verification of an applicant's previous employment history and experience
- Completion of mandatory employment checks, such as an Enhanced Certificate via the DBS and a Barred List check
- Verification that the applicant has the health and capacity for the job
- Induction programmes that ensure a 'safeguarding children' culture is adopted and embedded into continuing practice (to include regular formal safeguarding training)

5.2 Information packs sent out to candidates should include the following:

- Application form (which includes current and former names, date of birth, current address, NI number, qualifications, employment history since finishing full time education, and full contact details of referees. Applicants for teaching posts should also provide their DfE reference number and qualified teacher status if applicable).
- Job Description (which includes main duties of the post, person specification and individual's responsibility for promoting and safeguarding the welfare of children)

6 Vetting checks

- 6.1 Various vetting checks are undertaken depending on what category the individual falls within and whether they are required to be included on the Single Central Register (SCR) on appointment.
- 6.2 Regulations provide a detailed list of the checks which are required for each member of staff, and these are reflected accordingly on the Single Central Register (SCR).
- 6.3 The definition of staff is: *'Any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer'*. The following are therefore included: teachers, peripatetic teachers and coaches, part-time staff, students, administrative staff, caretakers and other ancillary staff, staff appointed from overseas, pupils paid to work at the school (for example as after-school carers). In line with the Protection of Freedoms Act 2012, this definition is restricted to only include those individuals who meet the requirements for regulated activity.
- 6.4 The minimum age at which a person is required to have a DBS check when engaged in a regulated activity is 16.
- 6.5 The school will accept prior checks made on behalf of other organisations (unless there is a gap in employment of three months or more). However this will only be a temporary measure and a new disclosure will be applied for. New DBS certificates are no longer automatically sent to the school, therefore this should be brought in by the member of staff once received. A copy will then be made and kept on file, and the new information added to the SCR. Staff will be encouraged to subscribe to the DBS Update service for future checks within 14 days of their certificate being received (this is mostly beneficial for peripatetic staff who may work in a number of different organisations). The school will then be able to carry out free online status checks periodically, providing written permission has been obtained.
- 6.6 If a new employee has not yet received their DBS certificate prior to their starting date and they do not have one from another setting, a short period of work is allowed under controlled conditions, at the Head's discretion. As long as a Barred List check has been carried out, the DBS application has been made, at least one reference has been received (either verbally or in writing) and their identity has been checked, the employee will be able to take up their post. However a risk assessment will be completed prior to their commencement, which will include details of appropriate safeguards to be taken (e.g. loose supervision). A note with this information will be added to the SCR. Any risk assessments in place are reviewed every two weeks with the employee.
- 6.7 If a new employee has not previously lived in the UK, they will need to bring a document from their country of origin issued by the local police, confirming that they do not have a criminal record. They will also need to apply for an Enhanced DBS certificate.

7 Regulated activity

7.1 For most appointments, an enhanced DBS check with barred list information will be appropriate as the majority of staff engage in regulated activity.

7.2 Regulated activity can be defined as follows:

- All regular work for schools with opportunity for contact with children (whether or not that contact is required by the work and whether or not it actually takes place). For the purpose of assessing whether a person is working in regulated activity, 'regular' includes 'frequent' (once a week or more often), or on 4 or more days in a 30-day period, or overnight (between 2am & 6am).
- Relevant personal care (i.e. helping children with eating, drinking, toileting)
- Regular, unsupervised teaching, training, instructing, caring for or supervising children (including driving a vehicle only for children).

7.3 A supervised volunteer who regularly teaches or looks after children is not in regulated activity. However for this to apply there must be supervision by a person who is in regulated activity themselves; the supervision must be regular and day to day, and the supervision must be 'reasonable in all the circumstances to ensure the protection of children'. In these cases, the school has no entitlement to do a barred list check.

8. Pre-appointment checks

8.1 For all new appointments to regulated activity, an offer of appointment to a successful candidate, including one who has lived or worked abroad, is conditional upon satisfactory completion of pre-employment checks. These include the following:

- Verification of a candidate's identity preferably from current photographic ID (i.e. passport or driver's licence) and proof of address (copy of utility bill or bank statement dated within the last 3 months);
- Enhanced DBS check with barred list information;
- Separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- Check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Teacher Services system;
- Check that a candidate taking up a management position is not subject to a section 128 direction made by the Secretary of State;
- Verify the candidate's mental and physical fitness to carry out their work responsibilities.
- Verify the candidate's right to work in the UK;
- If the candidate has lived or worked outside the UK for more than 3 months within the last 5 years, further checks will be made which the school considers appropriate (for example a certificate of good conduct from a local police force or additional references). If the candidate has worked in a school in the UK since moving from overseas then the standard checks can be made for subsequent appointments. For appointments from September 2016, an additional EEA

(European Economic Area) check should be undertaken using the Teacher Services system;

- Verify professional qualifications, as appropriate.

8.2 A DBS certificate must be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, the school may undertake an online update check through the DBS Update Service. DBS checks are renewed approx. every 3 years.

8.3 There is no requirement to obtain an enhanced DBS check if, in the three months prior to beginning work in their new appointment, the applicant has worked in a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006. However the school may request an enhanced DBS check with barred list information should there be any concerns.

8.4 An enhanced DBS check with barred list check may not be obtained for anyone working in the school who is not in regulated activity, but may request an enhanced DBS check without a barred list check. See the 'Flowchart of DBS and barred list checks' on page 30 of KCSIE.

8.5 The school will ask for written information about previous employment history and check that information is not contradictory or incomplete. The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References should always be obtained, scrutinised and any concerns resolved satisfactorily, preferably before the appointment is confirmed. They should always be requested directly from the referee and employers should not rely on open references, for example in the form of 'to whom it may concern' testimonials.

8.6 As soon as an offer has been made to a candidate, the following should be in place prior to their starting date:

- Two satisfactory references;
- A check on Barred List; and
- Verification of the candidate's identity, medical fitness, qualifications and professional status.

8.7 As many checks as possible should be made in writing, with copies or notes placed on the individual's personnel file.

8.8 If the candidate is found to be on the Barred List, the DBS Disclosure shows that they have been disqualified from working with children, the applicant has provided false information or there are concerns about their suitability to work with children, this should be reported to the police and/or the DfE/DBS/TRA. If a school 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.

9 Records of Checks and the Single Central Register (SCR)

9.1 An individual checklist will be completed for all staff employed at The Cedars or those attending school on a regular basis.

- 9.2 In addition to the various staff records kept in schools and on individual personnel files, a single central register of recruitment and vetting checks will be kept in accordance with the Independent Schools Inspectorate (“ISI”) requirements. This will be updated on a regular basis as and when required. Mrs Sales, the School Administrator, is responsible for keeping this register.
- 9.3 The SCR will contain details of checks on staff who are working within the school environment at the current time:
- All staff (including supply staff) who work at the school;
 - All others who work in regular contact with children in the school, including volunteers;
 - All members of the governing body – PACT Educational Trust.
- 9.4 For the purposes of creating the record of checks for supply staff provided through a supply agency the school will request written confirmation from the supply agency that it has satisfactorily completed all relevant checks. The school does not need to carry out or see the checks itself except where there is information contained in the Disclosure. Identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. Information disclosed as part of a DBS check will be treated as confidential.
- 9.5 Generally, the information recorded in the SCR 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:
- Identity check;
 - Barred List check;
 - Enhanced DBS check;
 - Prohibition from teaching check;
 - Prohibition from management check (if applicable & for appointments after August 2015);
 - Disqualification self-declaration (if applicable);
 - Further checks on people living or working outside the UK (and for appointments from September 2016 an additional EEA check if relevant);
 - Check of professional qualifications; and
 - Check to establish the person’s right to work in the UK.

Copies of the above documents are kept in a personnel file.

- 9.6 Although not a statutory requirement, the school’s SCR also contains reference checks and a medical fitness declaration for members of staff.

- 9.7 For staff working across different PACT schools, their details are recorded on the SCR of the school where they carry out the majority of their work. In the event of an inspection, copies of personnel files can be requested.
- 9.8 The record of checks will be kept up to date and be readily available for school inspections as required.
- 9.9 Identity checks are made against official documents such as a passport (which will also verify permission to work in the UK), driving licence or a birth certificate.
- 9.10 The individual proprietors who make up the governing body are checked as per the arrangements for staff appointments. Since May 2007, recruitment checks on proprietors include Barred List check, enhanced disclosure, identity, overseas (where appropriate) and right to work in the UK. Since September 2012, it is no longer possible to undertake Barred List checks for new appointments. The DBS certificate for the Chair must be obtained via the DfE. Since September 2015, all members of the governing body, the CEO and non-teaching staff on the SMT are checked via the TRA website for 'prohibition from management of independent schools' (also known as a section 128 direction). The Head and those involved in teaching positions with departmental headship would already have been checked against 'prohibition from teaching'. All relevant information is recorded on the SCR.

10 Appointments for those falling outside the definition of staff, supply staff and proprietors

- 10.1 Several categories of people fall outside of the main regulations concerning appointment but may still need checks as part of having regard to KCSIE. These main groups are described below.
- 10.2 The arrangements for **volunteers** will vary by individual and activity. The school will assess whether the individual will be in regulated activity. When volunteers are supervised, they do not generally fall within this definition and so would not require barred list checks (except if providing personal care). An unsupervised volunteer, whose presence is frequent and regular, is in regulated activity and an enhanced DBS with barred list information should be done. However even where a volunteer is not in regulated activity, they may still require other checks which come from having regard to the KCSIE guidance. The school may decide what other checks to undertake to be assured of the suitability and competence of the individual, which may include some of the following: reference, informal interview and no concerns raised by others in the school community. Volunteers who have been subject to vetting checks are included on the SCR. 'One-off' volunteers for day outings do not require vetting checks but they should not be undertaking any kind of personal care. Also refer to the Adult Volunteer Helpers policy, attached Risk Assessment for volunteers and Appendix 3 of the ISI Regulatory Handbook.
- 10.3 **Visiting professionals** such as psychologists, nurses and other public sector staff will have been checked by their employing organisation. It is therefore not necessary for the school to see their disclosure although their identity should be checked on arrival. The

same rules apply to sports referees and equivalent professionals supplied by a central body.

- 10.4 Where **contractors** are working at the school on a long term basis (e.g. caterers or cleaners), they are subject to the same checks as school staff with written confirmation supplied by the employing organisation and the school checking identity on arrival. Where the employees of contractors such as builders will have access to areas where unsupervised contact with children is possible, the school will ensure that the DBS checks are undertaken by the contractor. Before a new individual starts work, the school will check photographic identification on arrival at the school. The school will keep a record of the confirmations from the contractor. Temporary contractors are not necessarily entered on the SCR but identity checks are still carried out.
- 10.5 It is not necessary for the school to undertake vetting checks on **visitors** to the Head/other staff or those who have only brief contact with children in the presence of a teacher; visitors carrying out repairs or servicing equipment; pupils aged under 16 on work experience or similar; those on the school site when pupils are not present; students (pupils) aged eighteen or over studying as pupils. Individuals returning from maternity leave, sabbaticals or similar, where continuity of employment is maintained do not need to be checked as new employees but renewed checks may be undertaken. Similarly, staff with 'zero-hours' contracts (or those providing regular cover) that have continuity of service between periods of work do not need to be rechecked on each occasion.
- 10.6 Host families may fall within the scope of regulated activity depending on the arrangements. Whether or not the hosting activity is regulated or formal vetting checks are necessitated, we will nevertheless take reasonable steps to safeguard young people participating. Pupils should be seen daily by a designated member of staff until settled; access to a mobile phone should be permitted and information provided on who to contact and how if they have any concerns.
- 10.7 Any visiting speakers, whether invited by staff or by the pupils themselves, must be deemed suitable and be appropriately supervised. This could be done via an internet search for example.

11 Recruitment of ex-offenders

- 11.1 Applicants for all posts within the school will have access to this policy which contains information about the recruitment of ex-offenders below.
- 11.2 We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience. We do not discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- 11.3 A DBS check is only requested if one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, the application forms,

job adverts and recruitment briefs contain a statement that a DBS will be requested in the event of the individual being offered the position.

- 11.4 Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information should be sent under separate, confidential cover to the Head, and it will only be seen by those who need to see it as part of the recruitment process.
- 11.5 Unless the nature of the position allows the school to ask questions about an entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- 11.6 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 11.7 We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

12 Referrals

- 12.1 The school will report to the DBS, within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because they are considered unsuitable to work with children. Failure to make a report constitutes an offence and as a consequence could lead to the school being removed from the register of independent schools. Where a dismissal does not reach the threshold for DBS referral, separate consideration will be given to a Teaching Regulation Agency (TRA) referral, where a teacher has been dismissed (or would have been dismissed had they not resigned) and a prohibition order may be appropriate. Proprietors have a legal duty to respond to requests from the DBS for information held on record.

13 Protection of Children Act

- 13.1 There is a statutory requirement for the provision of the Protection of Children Act and Barred List scheme to be applied where employees work in the provision of care services to children. Employees who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to the DfE or the Disclosure and Barring Service.

14 Monitoring and review

- 14.1 The Governors acknowledge their responsibility in ensuring that this policy is effective in its implementation and meets all current regulatory requirements.
- 14.2 Although this policy is only formally reviewed every 2 years, it will be amended earlier if legislation or procedures change prior to that time. In order to assess the effective

implementation of this policy and to ensure compliance with all relevant legislation, the Governor in charge of safeguarding will review staff appointments made each term.

- 14.3 This policy is monitored by the Head. Staff turnover is also monitored along with reasons for leaving.

Signed: R Teague

This policy will be reviewed every 2 years	
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Approval/Review required by PACT or sub-committee	Yes
Latest Review (state whether changes were made)	Yes
Next Review Date	Summer 2021

This policy should be read in conjunction with the following related policies:

Child Protection & Safeguarding.