



**KEREM SCHOOL  
(Including Kerem Early Years Unit)**

**Safer Recruitment Policy**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake. We aim to create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children.

Kerem recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The School is committed to ensuring that the recruitment and selection of all who work within the School is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This document provides a good practice framework to comply with the principles set down in the School's Equality Policy.

The school follows the statutory safer recruitment guidance – Keeping Children Safe In Education (2016) Part 3.

The school will:

- ensure that appropriate staff who undertake recruitment have received safer recruitment training and successfully completed the DfE (former NCSL) safer recruitment training assessment. This is valid for 5 years.
- every appointment panel will include at least 1 member who has received safer recruitment training.
- implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements.
- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
- require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.

- Not allow an individual who the school knows or has reason to believe is barred from carrying out any form of regulated activity\*.
- The regulations provide a detailed list of the checks which are required for each new member of staff. 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 volunteer. See Appendix 1 – Flow Chart of Disclosure and Barred List Checks.

### **Pre-employment Checks**

An offer of employment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks. The following pre-employment checks will be undertaken on all new appointments to regulated activity:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- Verification of the candidate's identity, preferably from current photographic ID and proof of address, in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- A List 99 check
- A satisfactory enhanced DBS clearance with a barred list information where the person will be engaging in regulated activity
- A separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- Verification that the teacher is not subject to a Secretary of State prohibition order using the Teacher Services System – including EEA teacher sanctions and restrictions.
- Verification of the candidate's mental and physical fitness to carry out their work responsibilities
- Verification of candidate's right to work in the UK (If there is uncertainty about whether an individual needs permission to work in the UK we will follow advice on the gov.uk website. If the person has lived or worked outside the UK make any further checks felt appropriate.)
- Verification of qualifications where necessary
- Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999)
- Disqualification by Association Check for all who work with EYFS and SLT (All Staff to do).
- Prohibition from management check for all appointments to SLT, Head of Department and Governors. (Section 128).

### **Roles and responsibilities**

It is the responsibility of the Governing Body to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements
- Monitor the school's compliance with them.
- It is the responsibility of the Head Teacher and other managers involved in recruitment to.

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- Monitor contractors' and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers, to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks. It is the responsibility of the school's Bursar to deal with the administration of the disclosure system for the school in accordance with the School Staffing Regulations.

The Governing Body has delegated responsibility to the Head Teacher to lead in all appointments.

## **THE PROCEDURE**

### **Advertising**

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

### **Applications**

The school requires candidates to account for any gaps or discrepancies in employment history on the application form. This will be checked to ensure that information is not contradictory or incomplete. Reasons for leaving will also be asked for. Applicants are asked to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution. The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Where an applicant is shortlisted, these gaps will be discussed at interview. Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (eg: General Teaching Council for England).

### **References**

References for shortlisted candidates will be sent for immediately after short-listing, including internal candidates. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable. The school will not accept references

from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable. If a reference is taken over the telephone, detailed notes will be taken, dated and signed. References will be checked upon receipt to check that all specific questions have been answered satisfactorily, with appropriate follow-up where required. References not received in good time before appointment will be chased by telephone and alternative referees approached if needed.

Reference requests will specifically ask:

- About the referee's relationship with the candidate
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and attendance record
- Performance history and conduct
- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome.
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview. Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

References will always be obtained, scrutinised and any concerns resolved satisfactorily before the appointment is confirmed.

## **Interviews**

The selection process will always include the following:

- Face to face professional interview including a question related to safeguarding children (in line with National College Teaching and Leadership Safer Recruitment Training)
- Activity with children

## **Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status.**

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview. Similar information is also required to undertake a Disclosure Barring System check on the preferred candidate. Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing

documentation on the day of interview. The School will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, the school will require sight of a properly certified copy. Proof of identity and other documentation will be verified by the chair of the panel / Head Teacher.

Full checks are made against the prohibition against teaching order, prohibition for management and all staff are asked to sign the disqualification by association form (Childcare Act 2006)

In the case of a person for whom, by reason of that person living or having lived outside the United Kingdom, we feel obtaining a DBS is not sufficient to establish the person's suitability to work in a school and further checks may need to be made if appropriate, having regard to any guidance issue by the Secretary of State.

### **Employment Offer**

It may be possible to negotiate a provisional start date with the preferred candidate, however, the checks detailed above must all be completed BEFORE a person's appointment is confirmed. The School must obtain a separate Barred List Check/List 99 check in the event that an enhanced disclosure is not received in advance of a member of staff starting work, or where a 'portable' disclosure is used. Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

The School does not have to apply for a DBS of a person who has within 3 months of the appointment been working in a school. At Kerem we do apply for a DBS for them. The applicant is responsible for giving the original DBS disclosure certificate to the Bursar as they are no longer supplied to the employer. If a disclosure is delayed a short period of work is allowed under controlled conditions at the Head's discretion. However if an enhanced disclosure is delayed the Head Teacher may allow the member of staff to commence work: without confirming the appointment, provided that the DBS has been made in advance, with appropriate safeguards have been taken and reviewed at least every 2 weeks, the person in question is informed what these safeguards and checks are made as to the suitability the member of staff against the barred list. A note will be added to the Single Central Register and measures put in place.

### **Record Retention / Data Protection**

The school will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (ie: shredded). The 6 month retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment Tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel / Head Teacher within 6 months of the interview date.

## **Personal file records**

The school will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form and CV detailing previous employment history (copies of certificates)
- References
- Proof of identification
- Right to work
- Proof of academic qualifications
- Self-declaration Medical Form
- Evidence of the DBS clearance or the DBS/CRB certificate reference number, NOT the actual DBS/CRB form or certificate).
- Signed form from Induction requirement (see Induction Policy)

Personnel files will be kept for 6 years after the person has left.

## **Single Central Record of Recruitment Vetting Checks**

In line with DfE requirements, the School will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff, whether employed directly or employed by third parties, volunteers, all members of the governing body, and those who provide additional teaching or instruction for pupils but who are not staff members, eg: specialist sports coach or artist. The central record will indicate whether or not the following have been completed on members of staff appointed on or after the 1<sup>st</sup> May 2007:

- Identity checks e.g. passport, driving licence or birth certificate. Photographic identity should be included, together with evidence of address eg. Utility bill, bank statement.
- A barred list check/list 99
- A check of professional qualifications
- Prohibition orders (for teachers)
- Prohibition form management check
- Additionally for those applying for teaching posts, registration check with the GTC where appropriate
- Checks of right to work in the United Kingdom
- DBS Enhanced Disclosure
- Further overseas records where appropriate
- Medical fitness appropriate to the job

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained. The school bursar completes the Single Central Register. A copy of the documents, excluding the DBS certificate used to verify the successful candidate's identity, right to work and required qualifications will be kept in their personnel file.

The following information on each member of the governing body will be entered on the SCR: Enhanced disclosure, identity, right to work in the UK, overseas checks (where applicable).

This is in accordance with the Education (Independent School Standards) (England) Regulations 2010, as amended by the Education (Independent School Standards), (England), (Amendment) Regulations 2016, KCSIE (2015).

In order to record supply staff provided through an agency on the record, the school will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. The School does not need to carry out checks itself except where there is information contained within the disclosure. However identity checks must be carried out by the school to check the person arriving is the person the agency intends to refer to them.

Other main groups who may need checks as part of having regard to KSCIE (Keeping Children Safe in Education) are; staff not in regulated activities, volunteers, employees of third parties, contractors' staff.

Where volunteers are supervised they do not generally fall into the definition of regulated activity and so do not require barred list checks. ( see appendix 2 – Vetting checks on v Volunteers).

### **Trainee Teachers**

It is responsibility of the initial teacher training provider to carry out the necessary checks. The school will ensure these have been completed prior to the student starting their placement.

### **Existing Staff**

If a school has concerns about an existing staff member's suitability to work with children, the school will carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at the school moves from a post that was not regulated activity into work that is regulated activity the relevant checks for the regulated activity must be carried out.

**The school has a legal duty to refer to the DBS, anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in a regulated activity, or would have been removed had they not left.** The DBS will then consider whether to bar the person. Referrals will be made as soon as possible after resignation or removal of the individual.

If we cease to use the services of a teacher because of serious misconduct, or would have dismissed had they not left first. We are under a duty to consider making a referral to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed and a prohibition order may be appropriate.

### **Volunteers**

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

### **Visiting Speakers**

Staff must ensure that any visiting speakers are suitable and appropriately supervised as per Prevent.

Reviewed August 2016. Next review August 2017.

**\*Definition of Regulated Activity:**

The full legal definition is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

**Regulated Activities include:**

- a) Teaching, training, instructing, caring for or supervising children, if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children.
- b) Work for a limited range of establishments with the opportunity for contact with children but not including work done by supervised volunteers;

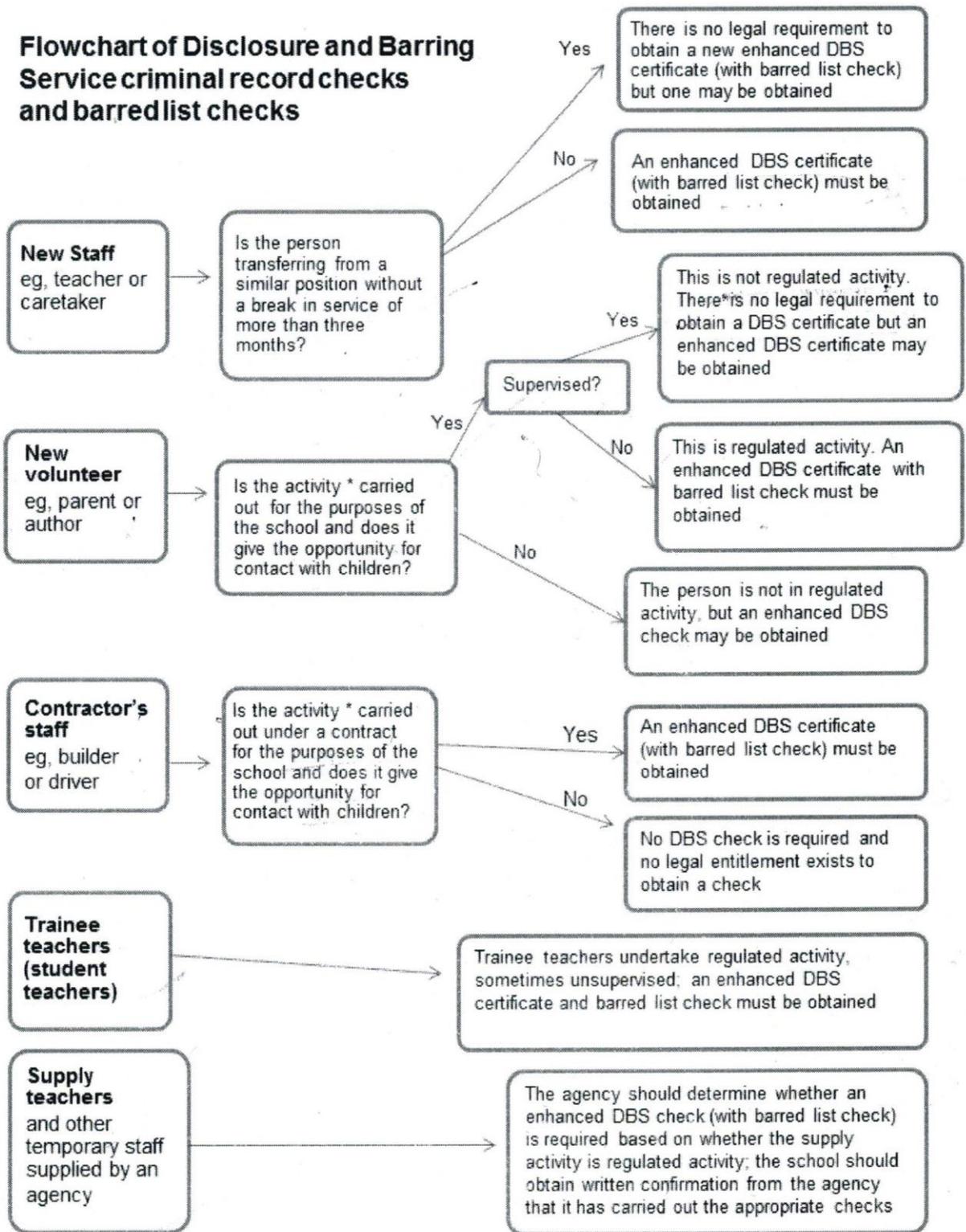
Work under a) or b) is regulated activity only if done regularly.

Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

- c) Relevant personal care, or health care provided by or provided under the supervision of a health care professional: personal



### Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

**APPENDIX 3: VETTING CHECKS ON VOLUNTEERS**

