



Safer Recruitment

In line with the Foundation's statutory duties under the Safeguarding Vulnerable Groups Act 2006, the latest DfE Keeping Children Safe in Education guidance and the Protection of Freedoms Act 2012 to safeguard children, the Foundation is required to **and committed to** Safer Recruitment processes and carries out all of the appropriate checks on all staff, whether they are permanent, temporary, casual, voluntary, Foundation-based supply or agency-based supply.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the Foundation who are required to familiarise themselves and comply with its contents. The Foundation reserves the right to amend its content at any time.

Introduction

The aims of the Foundation's Safeguarding in Recruitment Policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure safeguarding and promoting the welfare of children and young people is an integral factor at each stage of the recruitment and selection process;
- To adopt a safer recruitment process, which helps to promote a safe culture and compliments other 'safety' elements such as health and safety and Foundation security;
- To attract and recruit suitable skilled and motivated staff to help raise standards and reduce the risk to children and young people;
- To ensure that those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants;
- To ensure that no job applicant is treated unfairly on any grounds including sex, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, religion or belief, disability or age;
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in the "Keeping Children Safe in Education" guidance, the Code of Practice published by the Disclosure and Barring Service and the latest Prevent Duty Guidance (a separate policy exists for Visiting Speakers);
- To ensure that the Foundation meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves, and complying with, the provisions of this policy.

The measures described in this policy will be applied to all who are employed to work at the College and incorporated within the scope of this policy are staff employed by contractors, supply staff, volunteers and the like who work at the College.

Personal Data – Single Central Record (SCR)

The Foundation holds a central record incorporating all employed staff (and others) that have contact with children. The record is available to relevant HR Staff to maintain as well as Leadership Staff and the Safeguarding Link Governor for auditing purposes. (See appendix 1 and 2 for further information on the SCR.)

The record details a range of checks as set out by the DfE, and the responsibility for the maintenance of this record is with the Headmaster who delegates this function to the Bursar.

Equal Opportunities

Fairness in how we recruit and select our employees plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within the Foundation is considered against criteria, which relates only to the requirements of the job. Full details of the Foundation's Equal Opportunities and Diversity Policy can be found in the P16 - HR suite of documents on Firefly.

The Recruitment and Selection Procedure

Prior to the Recruitment Process:

i) Documents confirming Identification

In accordance with the recommendations of the DfE, the Foundation carries out a number of pre-employment checks, in respect of all its prospective employees, to ensure effective safeguarding.

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications in order for the Foundation to verify their name, date of birth and current address:

- current driving licence (including photograph) or passport or full birth certificate; and
- two utility bills or statements (from different sources) less than three months old showing their name and home address; and
- documentation confirming their National Insurance number (P45, P60 or National Insurance card); and
- documents confirming any educational and professional qualifications referred to in their Application Form.

These identification documents will also normally be sufficient to enable a Disclosure and Barring Service (DBS) check to be carried out (see below).

Where an applicant claims to have changed their name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. In all cases original (not photocopy) documents must be provided.

Original documentation in respect of any specific qualifications **relevant to the post** (e.g. academic qualifications, vocational qualification such as the QTS or in relation to a specific subject field, First Aid, Swim Instructor or Food Hygiene) that has been entered on the application will also be required.

Although not essential it is useful to have references for teaching staff and many support staff roles prior to interview and in other cases shortly thereafter. This applies to all internal applicants as well as external applicants. If this is not possible at least two satisfactory references must have been received before the employment start date.

Foundation appointments are always subject to receipt of satisfactory references and satisfactory screening and vetting.

ii) Advertising

Adverts for vacancies will demonstrate the Foundation's commitment to safeguarding in recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. Promoting commitment to safeguarding and child protection can act as a deterrent to would-be abusers. Thought will be given to wording, pictures and images used to ensure that they could not be considered discriminatory.

The following information will usually be included within the text of the advert:

- Relevant Foundation Name (i.e. St Dunstan's College, St Dunstan's Enterprises, St Dunstan's Educational Foundation)
- Post Title
- Hours of work
- Grade or Scale
- Salary (actual salary for part time)
- Permanent or Fixed term (stating duration if fixed term)
- Brief details about what the job entails and type of skills and experience required, including responsibility for safeguarding children
- Confirmation that an Enhanced DBS Disclosure will be required
- Contact details
- Closing date

iii) Job Descriptions & Person Specification

Job descriptions will define the purpose, duties and responsibilities of the post, as well as the qualifications and experience needed to perform the job, with particular attention to working with vulnerable groups where relevant. The Job Description and Person Specification will make reference to the Foundation's commitment to the safeguarding of students.

All posts at the Foundation will require an Enhanced DBS Disclosure where an individual is likely to come into direct contact with pupils.

iv) Application Pack

The importance of safeguarding and protecting children at the Foundation will be promoted throughout the recruitment process in order to deter unsuitable candidates. The Foundation's Application Pack will normally include the following: Application Form, Job Description and Person Specification, Information Sheet about the Foundation, the Foundation's Equal Opportunities Policy, the Foundation's Child Protection Policy Statement and information on an Enhanced DBS check.

During the Recruitment Process

The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with children. A face-to-face interview will always be carried out as part of the recruitment process.

The Interview panel will consist of a minimum of **two** interviewers, one of whom will be the safeguarding representative. Where the interview is for a teaching post, the Headmaster, Deputy Head Academic or Deputy Head Pastoral or an Assistant Head will form part of the interview panel. Where the interview is for a support staff post, the Bursar, Deputy Bursar, Head of Human Resources or Head of Department will form part of the selection panel. A fully trained member of the Safer Recruitment Team will always be involved in the selection process.

English Fluency

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

Conditional Offer of Employment

Any offer of employment with the Foundation will be conditional on the satisfactory completion of the following: -

- The receipt of at least two satisfactory references;
- Satisfactory Enhanced DBS Disclosure and where the appointee has lived outside the United Kingdom for a period of three months or more, within the past five years, a certificate of good conduct or equivalent (overseas check/EEA check). Where a member of staff has worked in a school in the UK since moving from overseas, without going back overseas, it is not necessary to repeat the overseas checks for subsequent appointments (ISI 2019 Paragraph 399);
- Confirmation of the candidates medical fitness (through a pre-employment health check);
- Verification of qualifications by the individual by providing original certificates;
- Verification of professional status where required;

ISI 18a – Recruitment Policy

- Verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency where relevant;
- Verification that the candidate has not been prohibited from carrying out management work where relevant;
- Verification of the candidates identity;
- Verification of the candidate’s right to work in the UK.

A record will be kept to show that the above checks have been carried out for all employees.

The details of checks will be reported to the police and/or the Disclosure and Barring Service (DBS) if:-

- The DBS disclosure shows that an applicant has been disqualified from working with children;
- An applicant has provided false information in, or in support of, his or her application; or
- There are serious concerns about an applicant’s suitability to work with children gained from other legitimate information sources (e.g. references).

v) Pre-employment Checks

References

The purpose of obtaining a reference is to ensure that the Foundation has objective and factual information to support appointment decisions. Where possible references will be taken up on short listed candidates prior to interview including staff who may already be employed by the Foundation.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. The Foundation may select additional references from historical employers where responsibilities are more closely matched to that of the vacancy.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the Job Description and Person Specification for the role that the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:-

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);

ISI 18a – Recruitment Policy

- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people;
- The Foundation will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials;
- The Foundation will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.
-

vi) Criminal Record Check

Due to the nature of the work, the Foundation applies for criminal record certificates from the Disclosure and Barring Service ("DBS") in respect of all prospective staff members and volunteers (see appendix 3 for further information on volunteers).

The type of check that may be requested from the DBS depends on the nature of the position. If the individual is applying for a position that may provide them with an opportunity to have contact with children an Enhanced Check with Barred List will be required. This check will contain details of all convictions, cautions, reprimands or warnings (except those which are “protected” as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013) held on the Police National Computer. The Enhanced Check with Barred List will also reveal whether the individual is barred from working with children by virtue their inclusion on the lists of those considered unsuitable to work with children.

An Enhanced Check may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s).

Should DBS clearance be delayed and employment commence before it is received, the Foundation may undertake a Risk Assessment on the prospective member of staff concerned and make arrangements as appropriate for the member of staff to be paired with or supervised by another member staff who has received DBS clearance. All other checks and evidence must be in place.

Volunteers, Agencies and Agency Staff

The Foundation expects external supply and temporary worker agencies etc. that are used by the Foundation, to register with the Enhanced DBS Disclosure on their own account and to follow this policy or their own comparable policy. **Proof of registration will be required before the Foundation will commission services from any such organisation.**

The agency must provide evidence of the checks carried out on their central record.

The agency must also ensure that the supply staff member is aware that they have to bring in their DBS Certificate, proof of qualifications (e.g. QTS Certificate) and identification documents (proving their name, date of birth and address) on the first day of their supply work for the Foundation.

The Foundation reserves the right to terminate the contract with the agency and send home an agency staff member without notice should these terms of safe recruitment practice be breached by the agency or the member of agency staff. In this instance the Foundation will not be liable for any charges connected to the booking.

All Volunteers who have direct contact with children on a regular basis* will be required to have an Enhanced DBS check.

* Regulated Activity: frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight (between 2am and 6am).

Rehabilitation of Offenders Disclosure

The Foundation will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The Foundation makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the Foundation. Instead, each case will be decided on its merits in accordance with the objective assessment criteria.

In view of the fact that all positions within the Foundation will amount to "regulated positions", all applicants for employment must declare all previous convictions, cautions, reprimands or warnings (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013). A failure to disclose a previous conviction, caution, reprimand or warning may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the Foundation to employ anyone who is included on the lists, maintained by the DfE and the Department of Health, of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the Foundation to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the Foundation, if:

- the Foundation receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the Foundation has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police, DBS and/or the DfE.

Assessment Criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Foundation will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the Foundation's normal policy to consider it high risk to employ anyone who has been convicted at any time of any the following offences:-

- against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- against children or adults: serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the Foundation's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the Foundation's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last 10 years.

Assessment Procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Foundation will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headmaster of the Foundation before a position is offered.

If an applicant wishes to dispute any information contained in a Disclosure, they can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the Foundation will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

vii) Retention and Security of Disclosure Information

The Foundation's policy is to observe the guidance issued or supported by the DBS on the use of Disclosure information.

In particular, the Foundation will:

- store Disclosure information and other confidential documents issued by the DBS securely in a non-portable way, access to which will be restricted to the Headmaster, Bursar and Human Resources and the Headmaster’s PA
- not retain Disclosure information or any associated correspondence for longer than is necessary, although the Foundation will keep a record of the date of a Disclosure, the name of the subject, the type of Disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any Disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any Disclosure information.

The Foundation complies with the provisions of the DBS Code of Practice, a copy of which is available on request or through the following [link](#).

viii) Retention of Records

If an applicant is appointed, the Foundation will retain any relevant information provided on their application form (together with any attachments) on their personnel file (P File). This file will be stored by the Foundation for up to 6 years following termination of employment.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months, unless the applicant specifically requests the Foundation to keep their details on file.

Any queries relating to the policy above should be directed to the Head of HR, Philippa Devo, hr@sdmail.org.uk or the Bursar.

Author/s:	Judicium Clair Wilkins Susan Connolly	Date Reviewed:	Michaelmas 2019
Date Ratified:	Updated in Michaelmas 2019 out of cycle, following the ISI and KCSiE 2019 updates	Next Review Date:	Trinity 2020
Committee:	Safeguarding Link Governor, via email	Clerk to the Governors Signature:	

APPENDIX 1: CHECKING THE ADMISSION REGISTER

Revised September 2016 for use by inspectors and for information of schools (*earlier versions should be destroyed*)

Inspectors enter ✓, X or note

NB For schools which include day and boarding pupils, it should be indicated whether each pupil is boarding or day.

Full name <i>(Check a sample of entries)</i>	Sex	Date of birth	Name and address of all parents / guardians* and one telephone number	Address of new or additional place(s) of residence of child, and date child began to reside there	Full name of parent the pupil lives with	Date of admission / re-admission	Name and address of last school	Name of destination school	Start date at destination school
1									
2									
3									
4									
5									

Does the school have a monthly printout or backup (if electronic)?

Are these kept for at least three years?

* For electronic systems, it is acceptable to have one address on the back-up/print-out, with any others kept in the system.

* More flexible timing is allowable for sixth-form pupils, provided that a suitable system is rigorously implemented.

Appendix 2: The single central register of appointments – required information

ISI inspectors no longer use the SCR checking table set out in previous editions of the ISI Commentary (and before that the ‘Handbook of Regulatory Requirements’).

Ideally the SCR should be kept simple, recording only the dates on which checks have been undertaken for each person, as required by the standards. It is not necessary or desirable from an inspection perspective for schools to include additional personal data. Inspectors may suggest that schools consider recording any additional information, such as personal details used for employment purposes, the initials of the person who has undertaken each check, any notes relevant to the checks made, elsewhere, for example, on a cover sheet in each member of staff’s file – an approach adopted successfully by many schools.

The following information is required or otherwise important for an effective and compliant SCR:

	ISI notes	Staff	Supply	Proprietors - members of a body
Name	Note 3	Yes	Yes	Yes
Post to which appointed	Note 3	Yes	Yes	Yes
Date on which appointment started	Note 3	Yes	Yes	Yes
Date on which identity was checked by school	Note 1	Yes	No – Note 4	Yes
Date of receipt of confirmation that identity was checked by supply agency	Note 1	No	Yes - Note 5	No
Date on which qualifications were checked (or N/A if not applicable)	Note 1	Yes, if applicable	Yes, if applicable – Note 5	No
Date on which enhanced DBS certificate was checked by school	Note 1	Yes	Yes – Note 6	Yes
Date of receipt of confirmation that enhanced DBS was checked by supply agency	Note 1	No	Yes – Note 5	No
Date on which barred list was checked	Note 1	Yes	Yes – Note 5	Yes, if required – Note 7
Date on which right to work in UK was checked	Note 1	Yes	Yes – Note 5	Yes, if applicable
Date on which overseas checks were received (or N/A if not applicable)	Note 1	Yes, if applicable	Yes, if applicable – Note 5	Yes, if applicable
Date on which prohibition from teaching was checked (or N/A if not applicable)	Note 1	Yes, if applicable	Yes, if applicable – Note 5	Yes, if required – Note 7

Date on which prohibition from management was checked (or N/A if not applicable)	Note 1	Yes, if applicable	Yes, if applicable – Note 5	Yes – Note 7
Date on which references were checked	Note 2	Yes	Yes – Note 5	No
Date on which employment history was checked	Note 2	Yes	Yes – Note 5	No
Date on which medical fitness was checked	Note 2	Yes	Yes – Note 5	No
Date on which disqualification from childcare was checked	Note 2	Yes, if applicable	Yes, if applicable – Note 5	Yes, if required

Yes = a check which should be undertaken. No = a check which is not required for this particular category.

Note 1: The standards require the SCR to record the dates on which these checks have been carried out.

Note 2: Neither the standards nor KCSIE require these dates to be recorded on the SCR but are clear that these checks must be carried out (or ‘should’ be in the case of references and employment history). As inspectors and senior managers need to check that all necessary pre-employment checks have been carried out before a member of staff starts work at the school, it is sensible to record the dates of these checks on the SCR.

Note 3: This information is not required to be recorded on the SCR, but the document becomes unworkable if it is not included.

Note 4: Schools are required to check the identity of supply staff on arrival. It is helpful but not a requirement to include the date of this check on the SCR.

Note 5: This should be the date on which the school has received written notification from the supply agency confirming that the agency has carried out this specific check for this specific person.

Note 6: This should be the date on which the school has seen the member of staff’s DBS certificate.

Note 7: These checks need only be done where required (eg if the particular proprietor will be in regulated activity or will teach), but are not required on the SCR. As above, inspectors and senior managers need to check that all necessary pre-employment checks have been carried out before a person commences their role, so it is sensible to record the dates of these checks on the SCR.

NB1: Where a school records information for the SCR within its Information Management System (IMS), the IMS must be capable of producing a simple printout which contains the above information.

APPENDIX 3: VETTING CHECKS ON VOLUNTEERS

