



## **SAFER RECRUITMENT POLICY** **Including EYFS**

***This policy should be read in conjunction with the school's current Child Protection and Safeguarding policy***

### **1) Introduction**

The Directors and staff of Stonar are fully committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The selection of employees is therefore conducted in a manner that is legal, systematic, efficient and effective and which promotes equality of opportunity.

### **2) Statutory Requirements**

Stonar's Safer Recruitment Policy is based upon the guidance and requirements outlined in Keeping Children Safe in Education (2020) Working Together to Safeguard Children (2018), Prevent Duty: Guidance for England & Wales (2015) and CTSA (Counter -Terrorism and Security Act) 2015.

### **3) Aims and Objectives**

1. To prevent unsuitable people working with children and young people by having appropriate procedures for appointing staff and vetting visiting 'speakers' and contractors.
2. To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
3. To seek to secure an on-going safe and secure environment for children and young people by ensuring all staff are suitably trained in recognising and responding to signs of abuse or those who may be at risk of radicalisation.

#### **4.1) Roles and Responsibilities**

It is the responsibility of the Directors to:

1. Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DFE guidance and legal requirements.
2. Monitor the school's compliance with them.

It is the responsibility of the Head and other managers involved in recruitment to:

1. 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.
2. To monitor contractors (please refer to the Health and Safety Policy) and agencies' compliance with this document.
3. Promote welfare of children and young people at every stage of the procedure.

In accordance with the School Staffing Regulations, the Directors have delegated responsibility to the Head, but the Deputy Heads' and Head of Prep (teaching staff) and Domestic Manager (support staff) may lead in some appointments.

Visiting 'speakers' and extra-curricular events are only permitted with the authorisation of the Head and Deputy Head (and Domestic Manager for authorisation of Risk Assessments), which involves the justification of the purpose of visit and specific educational objectives. Staff must follow the procedures outlined by Planning and Organising a School Event / Visiting Speaker documentation, contained within the staff handbook.

**Identification of recruiters: there must be at least one person on the interview panel that holds a Safer Recruitment qualification.**

All staff appointments must be made using the following procedure:

#### **4.2) Inviting Applications**

1. Ensure that when a post is advertised the advertisement makes clear the school's commitment to safeguarding and promoting the welfare of children. All posts should be advertised to avoid the potential for actual or perceived discrimination. The use of reputable recruitment agencies which operate suitable anti-discrimination policies is an acceptable alternative to advertising.
2. Jobs will also be advertised internally.
3. No advertisement for a vacancy should be discriminatory in any way.
4. Advertisements should include details of how to apply, usually by telephone or email to request further details and an application form.
5. Advertisements may or may not include rates of pay/salary details.
6. Advertisements should generally include a deadline.
7. To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicants as possible, including advertising internally.
8. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act 2018.

#### **4.3) Prospective Applicants**

Stonar uses its own application form and all applicants for employment will be required to complete an application form containing questions about their employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form will include the applicant's declaration regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants will be made 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.

Prospective applicants will be supplied with, as a minimum:

1. Job description, a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.
2. Person specification, this is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a reference to suitability to work with children.
3. The school's Child Protection Policy.
4. The school's Safer Recruitment Policy.
5. An application form.

**All applicants must complete a standardised Stonar application form in full.**

#### **4.4) Short Listing and References**

1. Short listing of candidates will be against the person specification for the post.
2. References for short listed applicants will be requested immediately after shortlisting. The only exception is where an applicant has indicated on their application form 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. Two professional/character references must be provided.
3. The school will always obtain a reference from the current employer. If there is no current employer, a reference will be obtained from the most recent employer, including reasons for leaving.
4. References will be sought directly from the referee, who should hold a senior position with appropriate authority to provide the reference. Stonar does not accept open references, testimonials or references from relatives.
5. The school will verify that any references received electronically originate from a legitimate source.
6. Referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
7. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
8. Referees will always be asked specific questions about:
9. The candidate's suitability for working with children and young people.
10. Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children.
11. The candidate's suitability for the post.

#### 4.5) The Selection Process

1. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short listed candidates.
2. Interviews will always be face to face. Telephone interviews may be used at the short listing stage but will not be a substitute for a face to face interview (which may be via visual electronic link such as Teams or Zoom). Candidates will always be required to:
3. To provide proof of identity.
4. To complete a Disclosure, Barring Service and Prohibition check as appropriate.
5. To explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
6. To declare any information that is likely to appear on a Disclosure, Barring Service and Prohibition check.
7. To demonstrate their capacity to safeguard and protect the welfare of children and young people.

#### 4.6) Employment Checks

Before the start of their employment all successful applicants are required:

1. To provide proof of identity.
2. To complete a DBS disclosure application and receive satisfactory clearance.
3. To complete a Staff Suitability Self declaration.
4. To provide original certificates of qualifications.
5. To complete a confidential health questionnaire.
6. To provide proof of eligibility to live and work in the UK.

The appointment of all new employees is subject to the receipt of a satisfactory DBS certificate, clearance on the Barred list checks, Prohibition from Teaching check and Section 128 check as relevant, references, medical checks, copies of qualifications, proof of identity and right to work in the UK. A personnel file checklist will be used to track and audit paperwork obtained in accordance with the NCSL Safer Recruitment Training. The checklist will be retained on personnel files. The Human Resources Manager will contact the appointing Manager to confirm that all paperwork has been received and a start date can be agreed.

The level of DBS check required, and the additional checks are required will depend on the role and duties of an applicant.

#### **Barred List, Prohibition from Teaching and Section 128 checks**

The school will carry out **Barred List** for any staff appointed. Satisfactory clearance is required prior to the start of employment. Staff with direct contact (or management of such staff) with children in the Early Years and Foundation Stages will also be required to satisfy the Childcare (Disqualification) regulations with satisfactory completion of the Staff Suitability Self-declaration.

The school will carry out a **Prohibition from Teaching** check, using the TRA Teacher Services' system, as required by the nature of the role. This includes a check of teacher sanctions in other EEA member states.

The school will carry out a check for a **Section 128** direction for any staff appointed to management positions, being school heads, directors, staff on the senior leadership team and teaching positions with Faculty head responsibility. Satisfactory clearance is required prior to the start of employment.

### **Disclosure and Barring Service (DBS) Checks**

All staff at Stonar require an Enhanced DBS certificate, which will usually be obtained before the commencement of employment. In some cases it is possible for an employee to start work before the DBS certificate is received provided:

1. A barred list check has been carried out.
2. A risk assessment made.
3. Appropriate supervision is in place.
4. The employee is aware of restrictions.

This will be recorded and reviewed every two weeks. This would not be possible for any employee working in the EYFS setting or living on site.

It is the School's policy to re-check an employee's DBS for any employee that takes leave for more than three months without regularly visiting school. This must be checked before they return to work.

Members of staff at Stonar are aware of their obligation to inform the Head of any cautions or convictions that arise between these checks taking place.

### **Portability of DBS Certificates Checks**

Portability refers to the re-use of a DBS Certificate obtained for a position in one organisation and later used for another position in another organisation. Stonar does not accept DBS Certificates carried out by another organisation unless the subject is registered with the DBS Update Service. If a subject is registered with the Update and Checking services, Stonar will require sight of the original DBS certificate and will check the certificate presented against the Update and Checking Service database.

### **Dealing with Convictions**

The School operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also

1. The nature, seriousness and relevance of the offence.
2. How long ago the offence occurred.
3. One-off or history of offences.
4. Changes in circumstances.
5. Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Designated Safeguarding Lead, a risk assessment will be undertaken, and decision will be made, in conjunction with the Head and the HR Manager following this meeting.

### **Proof of identity, Right to Work in the UK and Verification of Qualifications and/or Professional Status**

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc with them as proof of identity/eligibility to work in the UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification required for the position and claimed in their application form by producing original certificates.

### **Medical Fitness**

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment is confirmed. A medical questionnaire and where appropriate a doctor's medical report may be required.

### **Overseas checks**

All new employees who have lived or worked outside the UK are subject the same checks as all other staff at Stonar. In addition Overseas criminal record checks are made as well as those checks are made in accordance with the Immigration, Asylum and Nationality Act 2006. The School, in accordance with the UK Border Agency Code of Practice, will sponsor all new foreign members of staff.

## **4.7) Induction**

All new employees will be given an induction programme that will clearly identify the School policies and procedures, including the Safeguarding and Child Protection Policy, Prevent policy and make clear the expectation and codes of conduct that will govern how staff carry out their roles and responsibilities. They will be registered with Educare for Education and be expected to complete prescribed modules.

## **4.8) Single Central Record (SCR) of Members of Staff**

In addition to the various staff records kept in School and on individual personnel files, a single centralised record of employment checks, as described in Section 4.5 above, is kept in accordance with the DFE requirements. This is kept up to date and retained by the Human Resources Manager.

The Single Central Record will contain details of the following:

1. All employees who are employed to work at the School.
2. All employees who are employed as supply staff to the School whether directly employed or through an agency. When employed through an agency, confirmation that the relevant checks have been carried out by the business supplying the staff.
3. All others who have been chosen by the School to work in regular contact with children. This will cover volunteers, Directors, peripatetic staff and people brought in to the School to provide additional teaching or induction for pupils but who are not staff members e.g. sports coaches etc. For such individuals, Barred List, Prohibition, proof of identity and DBS checks will be carried out.

#### **4.9) Record Retention/Data Protection**

Stonar will retain all interview notes on all unsuccessful applicants for a period of six months, after which time they will be destroyed. The six month retention period is in accordance with the Data Protection Act 1998 and will also allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

All information retained on employees is kept securely using cloud storage or centrally in the Human Resources office in a locked and secure cabinet. With the exception of the Single Central Record, records on former employees are retained for six years after the employee's last day of employment, after which time they will be destroyed.

#### **4.10) Agency and third party staff**

Stonar will obtain written notification from any agency or third party organisation that they have carried out the checks on the individual as required by this policy. Identity checks will be carried out by the school on arrival.

#### **4.11) Ongoing Employment**

Stonar recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff, as identified through the appraisal procedure. Renewed or additional employment checks will be carried out on existing staff if:

1. they are appointed to a management position within the school; or
2. there are any concerns about their suitability.

#### **4.12) Leaving Employment at Stonar**

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young children are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (ie physical, sexual, emotional and neglect) the School's Disciplinary Policy will apply.

In cases of dismissal (or resignation) due to the above behaviour, Stonar will already have discussed the case with the Designated Officer for Allegations (DOFA) (formally known as LADO) in accordance with the school's Child Protection and Safeguarding Policy. Stonar will act on the DOFA's instructions with regard to which other authorities to inform. This may include referral to the Police, DBS and/or TRA.

### **5) Oversight**

The Deputy Head and Human Resources Manager will be responsible for ensuring that this policy is monitored and adhered to throughout the school. This will be undertaken through formal audit of job vacancies.

*Previous versions: May 2017, May 2018, May 2019, Aug 2020*

*Reviewed by the Advisory Body and approved by the Directors (date): May 2021*

Signed:  (Director)

 (Head)

*Due for review by the Directors : May 2022*