



SAFER RECRUITMENT POLICY

Including EYFS

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

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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 2023, Working Together to Safeguard Children (2023), Prevent Duty: Guidance for England & Wales (2023) and CTSA (Counter -Terrorism and Security Act) 2015.

3. Aims and Objectives

- i. To prevent unsuitable people working with children and young people by having appropriate procedures for appointing staff and vetting visiting 'speakers' and contractors.
- ii. To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- iii. 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. Roles and Responsibilities

4.1 Directors

It is the responsibility of the Directors to:

- i. 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.
- ii. Monitor the school's compliance with them.

4.2 Head and other Managers

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

- i. 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.
- ii. To monitor contractors (please refer to the Health and Safety Policy) and agencies' compliance with this document.
- iii. 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 Bursar (support staff) may lead in some appointments.

Visiting speakers and extra-curricular events are only permitted with the authorisation of the Head and Senior Deputy Head (and Domestic Manager for authorisation of Risk Assessments), which involves the justification of the purpose of the 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.

5. Recruitment Process

All staff appointments must be made using the following procedure:

5.1 Inviting Applications

- i. 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.
- ii. Jobs will also be advertised internally.
- iii. No advertisement for a vacancy should be discriminatory in any way.
- iv. Advertisements should include details of how to apply, usually by telephone or email to request further details and an application form.
- v. Advertisements should include rates of pay/salary details.
- vi. Advertisements should generally include a deadline.
- vii. 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.
- viii. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act 2018.

5.2 Prospective Applicants

Stonar uses an online application form which is embedded into the School Recruiter platform and all applicants for employment will be required to complete this form which contains 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, as well as possible referral to the police and other professional regulatory bodies.

Prospective applicants will be supplied with, as a minimum:

- i. 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.
- ii. 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.
- iii. The school's Child Protection Policy.
- iv. The school's Safer Recruitment Policy.
- v. An application form.

5.3 Shortlisting and References

- i. Shortlisting of candidates will be against the person specification for the post.
- ii. Internet and social media checks will be carried out on the candidate prior to the interview. Anything of concern is to be raised with the candidate by the safer recruitment trained interviewer during the interview.
- iii. References for shortlisted 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.
- iv. 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.
- v. 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.
- vi. The school will verify that any references received electronically originate from a legitimate source.
- vii. 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.
- viii. 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.
- ix. Referees will always be asked specific questions about:
 - x. The candidate's suitability for working with children and young people.
 - xi. Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children.
 - xii. The candidate's suitability for the post.

5.4 The Selection Process

- i. 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.
- ii. Interviews will always be face-to-face and the interview panel must include at least one person that holds a Safer Recruitment qualification.
- iii. 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:
 - a. Provide proof of identity.
 - b. Complete a Disclosure, Barring Service and Prohibition check as appropriate.
 - c. Explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
 - d. To declare any information that is likely to appear on a Disclosure, Barring Service and Prohibition check.
 - e. To demonstrate their capacity to safeguard and protect the welfare of children and young people.

5.5 Employment Checks

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

- i. Provide proof of identity and eligibility to work in the UK (eg passport, birth certificate or driving licence), in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.
- ii. Carry out online checks, including social media platforms.
- iii. Complete an enhanced DBS disclosure application and receive satisfactory clearance.
In some cases, it is possible for an employee to start work before the DBS certificate is received provided:
 - a. A barred list check has been carried out.
 - b. A risk assessment made.
 - c. Appropriate supervision is in place.
 - d. 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 made aware of their obligation to inform the Head of any cautions or convictions that arise between these checks taking place.

- iv. Complete a Staff Suitability Self declaration.
- v. Pass a Barred List check - 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.
- vi. Pass a Prohibition from Teaching check, where relevant (via the TRA Teacher Services' system)
- vii. Provide satisfactory references
- viii. Pass a Section 128 check - staff appointed to management positions, being school heads, directors, staff on the senior leadership team and teaching positions with Head of Faculty responsibility
- ix. Provide original certificates of qualifications and professional status, if relevant.
- x. Complete a confidential health questionnaire and undergo medical checks, if requested. 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.
- xi. Provide proof of eligibility to live and 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.

5.6 Portability of DBS Certificate 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.

5.7 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 to:

- i. The nature, seriousness and relevance of the offence
- ii. How long ago the offence occurred
- iii. One-off or history of offences
- iv. Changes in circumstances
- v. 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.

5.8 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 carried out on those who have lived or worked abroad for a period of three months or longer over the last five years. Where this is not possible, a third reference should be obtained. This reference should be from the applicant's employer from overseas. These checks are made alongside checks 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.

Where possible, the applicant should seek confirmation from the relevant teaching authority that no sanctions have been imposed on them.

6. 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. All mandatory courses should be completed within the first week of employment, at the latest.

7. 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 5.5 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:

- i. All employees who are employed to work at the School.
- ii. 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.
- iii. 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 and Peris etc. For such individuals, a contractor pack will need to be completed by the business or, individual if they are self employed. If it is identified that the appropriate Enhanced DBS and Barred list check is not in place, these will be applied for by the School prior to the non-staff member engaging with any pupils regardless if they are teaching on a one-to-one basis or a group. All other checks will be carried out by the school these checks are, but not limited to Prohibition, proof of identity and references, Section 128 (if applicable).

8. 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.

9. Agency and Third Party Staff

The School will issue a Contractor Pack to any agency or third party organisation to declare their due diligence on their employee to carry out work at the School. Where indicated by a relevant person within the agency or third party that an Enhanced DBS is in place, inclusive of a Barred List check, this should be evidenced to the HR Manager in its original form along with a form of in-date photographic identification. Where an Enhanced DBS and Barred List check are not in place, these will be conducted by the School prior to the agency worker or third party employee carrying out unsupervised work at the School.

Where an agency or organisation cannot confirm in the Contractor Pack that satisfactory references, confirmation of good conduct or any further relevant checks have been obtained, then the School will obtain two references, as it would with an employee of the School and carry out all other checks that would be carried out on any direct employee to the School. On completion of all checks to a satisfactory level, the Contractor can be issued a temporary yellow Contractor lanyard and move around the School freely and unsupervised.

No contractors are to be on site prior to the School opening at 8.00am and closing at 5.00pm Monday to Friday, unless otherwise arranged and agreed by the HR Manager. The HR Manager may appoint a suitable colleague to obtain documents in their original form, such as in-date photographic identification and the original Enhanced DBS Certificate. If the agency worker or third party employee does not arrive and have the Enhanced DBS Certificate and in-date photographic ID, then they should wear a red visitor lanyard and be accompanied for the entirety of their visit. If a member of the School staff is not available to escort, then the Contractor should be asked to return at a later date when it is either convenient to be escorted or when they have the correct documentation to hand.

If, in the event that the approved Contractor is unable to attend and an alternative Contractor is to be sent, then all of the checks must be repeated for the substitute Contractor.

10. 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:

- i. they are appointed to a management position within the school; or
- ii. there are any concerns about their suitability.

11. 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) (formerly 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.

12. 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.