



## HOE BRIDGE SCHOOL

# Safer Recruitment Policy

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## Statement

Hoe Bridge School aims to maximise every pupil's potential and recognises the importance of recruiting the best possible staff who share in this aim. It therefore ensures that safer recruitment is practised in vetting the suitability of staff and volunteers to work with pupils. Hoe Bridge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In respect of full time staff to ensure they are suitable for the position to which they are appointed the school will:

- a) Ensure that the best possible staff are recruited on their merits, abilities and suitability to work with children and young people
  - b) Ensure that no job applicant is treated unfairly. Hoe Bridge School is committed to ensuring that the application of the Safer Recruitment Policy is non-discriminatory in line with the UK Equality Act (2010). Further details may be found in the school's Equal Opportunities Policy.
  - c) Ensure a sharp focus on suitability for working in Hoe Bridge School and being involved with children following the recommendations and guidance including the recommendations of the Department for Education and Skills (DCSF) in 'Keeping Children Safe in Education (DfE Sep 2016)' and the code of practice published by the Disclosure and Barring Service.
  - d) Recognise that it is illegal, in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006, for anyone who is barred from regulated activity relating to children to carry out work or intend to carry out work at the school in contravention of any direction made under section 142 of the 2002 Act or any disqualification, prohibition or restriction which takes effect as if contained in such a direction. This also applies to the proprietor of the school and members of its Board.
  - e) Ensure all necessary pre-employment checks are made concerning suitability of staff, Local Governing Body and volunteers, such as –
    - the person's identity;
    - the person's medical fitness;
    - the person's right to work in the United Kingdom; and
    - where appropriate, the person's qualifications.
  - f) Ensure that, where relevant to any such person, an enhanced criminal record check is made in respect of that person and an enhanced criminal record certificate is obtained before or as soon as practicable after that person's appointment
  - g) In the case of any person for whom, by reason of that person living or having lived outside the United Kingdom, obtaining such a certificate is not sufficient to establish the person's suitability to work in a school, such further checks are made as the school considers appropriate, having regard to guidance issued by the Secretary of State.
  - h) Ensure that the SCR and employees' individual files are kept up to date by the Bursar to record the checks made.
  - i) The school will ensure that it keeps up to date with legislation and will develop procedures to comply with any new guidelines.
- Checks outlined in e) and g) must be completed before a person's appointment. The checks outlined in f) and g) do not need to be carried out where a new member of staff has worked in –
- ❖ A school or a maintained school in England in a position where the person has contact with children or young persons;
  - ❖ A maintained school in England in a position to which the person was appointed on or after 12<sup>th</sup> May 2006 and which did not bring them regularly into contact with children or young persons; or
  - ❖ An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought the person regularly into contact with children or young persons, during a period which ended not more than three months before the person's appointment.

To achieve these aims all staff involved in recruitment and selection have a clear understanding of the requirements of this policy. The Head is responsible for ensuring that staff are complying with the Safer Recruitment Policy. This policy applies to all parts of the school, including the EYFS setting. Hoe Bridge School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Hoe Bridge School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is available to all interested parties, including parents and parents of prospective pupils,

on the school's website and on request from the School Office. It should be read in conjunction with the following documents:

- Equal Opportunities Policy
- Safeguarding
- Visiting Speakers

This document is reviewed annually by the Senior Management Team, or as events or legislation change requires. The next scheduled date for review is June 2018.

## **Procedures**

### **Advertisement**

All vacant posts are advertised internally, locally or nationally or in any combination. A closing date is announced.

- Applicants apply to the school for an application form. On the application form candidates are asked for any information regarding criminal convictions.
- A Job Specification outlining the particular post, a Job Description describing the role and a Person Specification is sent.
- At the closing date the Heads and senior members of staff, as appropriate, agree a long list of candidates

**Interview** – (Some interviews may start at Stage 2)

#### **Stage 1**

- Successful candidates are invited to attend an initial informal interview at which they will meet the Head and other staff as appropriate and be given a tour of the school
- A short list is drawn up of candidates invited for a second interview

**References are taken up prior to stage two, normally by using the school's reference proforma. However, telephone references may be taken as a practical alternative.**

#### **Stage 2**

- At second interview candidates must bring with them original documents of:
  - Qualifications
  - Passport, birth certificate or driving license (card and paper version) plus proof of change of name if necessary
  - Utility bill – not mobile phone (less than three months old)for DBS checking by the Bursar's office.
- At second interview, candidates, for any roles with teaching responsibilities, are asked to work in the role being applied for – teaching a lesson or assisting in a class. This is not usually requested for non-teaching roles.
- Candidates will be given a class list, an outline of the type of lesson or work to be done with background information regarding work already covered, children with SEN and a timetable and any other useful information.
- The lesson is observed by the Head and/or another senior member of staff
- Following the lesson the candidate is interviewed by the Head and one, or more, members of staff when the lesson is analysed and an agreed agenda of questions is asked, matching the candidate to the Person Specification
- Candidates should bring a copy of their planning for their current class, next week's planning, photos of wall displays, a copy of high and low ability work and a recent child's report with names blanked out if appropriate.

### **Offer**

- The successful candidate is contacted by the Head or other relevant Line Manager and upon acceptance, the other candidates are notified.
- A letter of offer is sent out to the successful candidate outlining their salary and details of starting dates. The candidate returns a signed copy of the letter as confirmation of their acceptance.
- The Bursar will ensure all the pre-employment checks as outlined below are carried out.

### **Pre-Employment Checks**

Hoe Bridge School makes the following checks on all new members of staff before the start of their employment. The term 'staff' in this procedure applies to all staff including:

- Teaching
- Peripatetic staff
- Sports coaches
- Staff from overseas
- Non-teaching/support staff
- Supply and agency staff
- Voluntary staff (including parents who accompany staff on trips involving overnight stays)
- Pupils employed by the school in an official capacity
- Contractors (including , for example, subcontracted caterers and cleaners)

These checks are carried out and recorded by the Bursar on the SCR (See Appendix 1). All offers of employment are conditional on the checks listed below, including enhanced DBS checks and satisfactory references and this is made clear to the applicant in their offer letter.

On the rare occasions that Hoe Bridge School uses supply agencies, the Bursar obtains the evidence that all pre-employment checks have been carried out by the supply agency and the results are satisfactory. The Bursar checks the supply teacher's identity before they start work.

### **Identity**

All applicants must confirm their identity prior to starting their employment with Hoe Bridge School (name and date of birth) by presenting:

- Their passport, driving license and a bank statement or utility bill which is less than 3 months old showing their home address.
- If an applicant claims to have changed their name, they will be required to provide documentary evidence to support their claim.

The above details are recorded on the Single Central Record by the Bursar, including the post to which the applicant has been appointed and also the date of appointment. The identity of the person checking the above details is also recorded on the SCR along with the date on which the identity was checked.

### **Medical Fitness**

A declaration of medical fitness is obtained from an independent occupational health agency after a position has been offered to the applicant. The declaration states whether the applicant is medically fit to discharge the responsibilities in post. The declaration of medical fitness is recorded on the SCR when received from the occupational health agency. In accordance with EYFS regulations, staff in our EYFS setting are also required to seek medical advice when taking medication to ensure that it does not inhibit their ability to look after pupils in our EYFS setting.

### **Right to work in the UK**

- Checks will be made after a job offer has been accepted to ensure the applicant has permission to work in the UK if they are not a national of a European Economic Area (EEA) Country and this will be a condition of their appointment.

- These details are recorded on the SCR (N/A is entered if not appropriate) and the verifier's name recorded with the date of the check.

Relevant notes from these checks will be recorded on the SCR.

### **Previous employment history**

- Employment history is checked on the application form. Any gaps in employment which do not have clear reasons are raised at interview. The applicant will be notified that any previous employer may be contacted by the school.

### **Character and Professional References**

- The school only accepts references obtained directly from the referee and will not accept testimonials provided by the applicant or open references.
- The school will compare all references with the information on the application form and any discrepancies will be taken up with the applicant.
- All offers of employment will be subject to the receipt of a minimum of 2 satisfactory references, one of which must be from the applicant's current or most recent employer.
- If the current/most recent employment does not involve work with children, then the 2<sup>nd</sup> referee should be from the employer with whom the applicant most recently worked with children.
- All referees will be sent a copy of the job description and asked if they believe the applicant is suitable for the job for which they have applied and if they have any reason to believe that the applicant is unsuitable for work with children.
- Referees of current/previous employment will be asked in addition:
  - To confirm the applicant's dates of employment, salary, job title, reason for leaving, performance and disciplinary record.
  - If the applicant has ever been involved in disciplinary procedures involving issues relating to the safety and welfare of children. These must include any where disciplinary action has expired.
  - If any allegation 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.
- If references are taken over the telephone, detailed notes are taken, signed and filed in the applicant's personnel file.

### **Qualifications**

All applicants offered a position will be informed it is conditional on them confirming educational and professional qualifications referred to in their application and considered necessary by the school. Original certificates must be shown to the Bursar or a PA who will take a copy for the person's individual file. In cases where a PA checks the documentations, signed and dated copies of qualifications are sent to the Bursar for filing in the applicant's personnel file.

The qualifications are recorded on the SCR (N/A is entered if not applicable).

### **List 99/Protection of Children Act List (PoCA)**

A List 99 check is completed by the Bursar and recorded in the SCR for all newly appointed staff before the start of their employment.

### **Enhanced DBS check**

An enhanced DBS check is applied for in respect of all new staff. Requirements for supply staff are made in the section below labelled 'outside agencies'.

- The enhanced DBS check is made as soon as practical after an offer of appointment has been made, but not more than 3 months before the start date of employment.
- The Bursar monitors the progress of enhanced DBS check applications. If, in occasional circumstances, the disclosure has not arrived before the start date of employment, the Bursar will ensure that a List 99 check has been received and an internal pre-DBS Risk Assessment is

completed by the Head and/or the Bursar.. The person who is the subject of the risk assessment must sign a copy to acknowledge that they are aware of any restrictions or monitoring. A note is entered on the SCR that the risk assessment has been carried out. When the enhanced DBS check is received and does not raise any matters of concern, the Head will inform the member of staff that they are no longer subject to any restrictions of the risk assessment.

- Any information contained in a disclosure is confidential to the applicant and Hoe Bridge School; the school is aware that any unauthorised disclosure is a criminal offence under the Police Act 1997 and therefore information will not be disclosed to unauthorised persons. The school's copy is kept secured in a folder in the Bursar's locked filing cabinet. From 17 June 2013 disclosures are no longer supplied to the school as the employer, only to the applicant. Hoe Bridge School receives notification from the DBS confirming the certificate reference number and whether the certificate contains any information. Only if information is contained will Hoe Bridge School request sight of the applicant's original disclosure certificate. Any DBS check information obtained for applicants who are not appointed is kept securely and then shredded after 6 months.
- The identity of the person checking the enhanced DBS check and the date which the check took place is recorded on the SCR. The enhanced DBS check number is also recorded on the SCR.
- All staff recruited before March 2003 have had enhanced DBS checks completed, even though this is not strictly required by law, and this has been recorded on the SCR. Hoe Bridge School does not have a policy of renewing enhanced DBS checks unless it feels that there is good reason to do so. However, were the school to carry out more than one enhanced DBS check on a member of staff, a record of the date and reference number of the original enhanced DBS check would be retained in the notes section in the enhanced DBS section of the SCR. This would be to show that the necessary checks had been carried out at the time of first employment.
- To ensure that there have not been changes since the issue of a disclosure certificate, Hoe Bridge School may check the DBS records for applicants who subscribe to the DBS Update Service.

The following people do not require enhanced DBS checks:

- Visitors to the school who have no unsupervised contact with children or brief contact in the presence of a teacher or who visit the site when pupils are not present
- Visitors carrying out repairs or servicing equipment or building/contractors who do not have contact with children
- Volunteers or parents who only accompany staff at specific school events or on one-off day trips and volunteers who are not in regulated activity (ie. supervised and not carrying out personal care duties)
- Existing volunteers continuing with their old duties unless they give cause for concern or have unsupervised contact with children or accompany a school party on an overnight stay
- Secondary school pupils on work experience or students aged 18 or over in normal student capacity

### **Overseas checks**

Any staff recruited from overseas since 2002 are subject to the following checks and employment is conditional on these being met. Such checks apply to any UK nationals returning to the UK to work at Hoe Bridge School after working in a foreign country. The Bursar will consult the DBS website

[www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) to ascertain what evidence is available from the country in question -

An enhanced DBS check from the applicant's country of origin (or its equivalent)

A certificate of good guidance from the country of origin

Extra references will be requested only where the other country will not provide a certificate of good guidance, and such further checks will be made as the Head considers appropriate, with regard to any guidance issued by the Secretary of State.

The school carries out overseas checks on any staff who have lived or worked abroad for a period of six months or more over the age of 18, unless it deems that there are no grounds to do so and in which case the member of staff must not have lived or worked abroad in the last five years.

### **Prohibition Orders**

Since September 2014, checks are carried out on all teaching staff to ensure that they are not subject to a current Prohibition Order by the Secretary of State. The Bursar conducts this check and records the outcome in the SCR. We also carry out this check on peripatetic music and sports coaches ie. anyone who has responsibility for independent delivery of teaching.

Since August 2015, a Prohibition from Management of Independent Schools check is completed for all new proprietors, Senior Management and Heads of Department or Subject. This is also recorded in the SCR.

### **Disqualification by Association**

From January 2015 all staff working with children in our EYFS setting at any point in the school day and before/after school, as well as those working with children under 8 in before or after school 'care', and those directly involved in the management of this provision, are subject to an additional check. They must complete a self-declaration form to declare that to the best of their knowledge neither they nor anyone living in their household:

- Is barred from working with children
- has ever been cautioned for, convicted of or charged with certain violent and/or sexual criminal offences against children and/or adults, at home or abroad
- has had other orders made against them relating to their care of children
- has had their registration cancelled in relation to childcare or children's homes or been disqualified from private fostering
- are living in the same household where another person who is disqualified lives

This check also applies to Senior Management as they operate across the whole school, and to all members of staff in the Pre-Prep likely to come into contact with under eights. We take a risk based approach when deciding whether this is likely or not. All Pre-Prep classroom teachers, Teaching Assistants, Pre-Prep based support staff and Management have to complete these checks.

### **EEA checks**

From September 2016 the requirement to check for information about any sanction or restriction that has been imposed by a regulatory authority in the European Economic Area. The check is relevant for teaching posts where the applicant has taught in the EEA. The check is performed by using the NCTL teacher services system and at Hoe Bridge School applies to those who have taught in the EEA since January 2016 (sanctions and restrictions only displayed from this period).

### **Confidentiality and Record**

The school respects the confidentiality of, and stores securely, locked in the Bursar's Office, the details of and any document relating to the above checks on staff. On written request to the Bursar access to these documents is allowed only to the person who is the subject of the evidence, the Chief inspector, the Secretary of State or any authorised person conducting an inspection under section 162A of the Education Act (2002). Hoe Bridge School retains these documents for 6 years after an employee has left the school, solely to aid with the writing of references or in case any legal process requires them.

### **Non-Suitability**

- It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position in the school. If the school receives an application from a disqualified person or has serious concerns about an applicant's suitability to work with children, the Head will report the matter to the DBS, Police and via the DCSF Children's Safeguarding Operations Unit to the Secretary of State.
- Any false information supplied by the applicant in, or in support of, their application will be considered and where necessary reported.

Hoe Bridge School has a legal duty to report to the Disclosure and Barring Service (DBS) details of anyone whom they refuse to employ on the basis that they believe them to be unsuitable to work with children. Anyone dismissed from Hoe Bridge School (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children will be reported to the relevant authorities. Details are set out in our Child Protection Policy.

### **Appointment of Members of the Local Governing Body (LGB)**

Checks on suitability are made by the school on new members of the LGB and their appointment is conditional on the checks being met. Where listed below, the procedure followed is the same as for any member of staff. The checks are carried out by the Bursar and recorded in the school's SCR. The LGB does not have direct contact with pupils. However the following checks are made:

- Enhanced DBS Check and List 99
- Check on identity
- Check on right to work in the UK
- Further checks if the applicant lives or has lived outside the UK
- References (if deemed required)
- Prohibition from management checks

As with staff, for members of the LGB, the above information will be recorded on the SCR and the name of the person verifying the documentation and the date of their check recorded.

### **Documents given to all staff**

All staff are given a copy of Part I of *KCSiE* and Annex A as well as the school's Child Protection Policy. They sign to confirm they have read and received these documents. Any member of staff with access to IT services must also sign the ICT Acceptable Use Policy. On an annual basis all staff have to confirm that they know of no reason why they should not work with children and must also confirm that they know where to access all relevant policies.

### **Induction**

- The successful candidate will arrange to visit the school prior to taking up the post if their current position allows. Opportunities to meet the children and staff will be arranged at this stage, as appropriate.
- Once a member of staff starts work, within 7 days they must receive training in Child Protection. This is carried out either by the Head as DSL (Designated Safeguarding Lead) or one of the Deputy DSLs. Staff sign to confirm they have received this training and a record is retained on their personnel file.
- The new member of staff is then inducted into school as per our Staff Induction Procedures

### **Pre- Employment Checks for Supply Teachers/Outside Agency Checks**

Hoe Bridge School uses teachers from supply agencies only on rare occasions.

Hoe Bridge School recognises the need to ensure the suitability of any person using the school site or working externally with Hoe Bridge School pupils on activities organised by the school. When using external contractors or organisations, the school requests confirmation from the company concerned that all the necessary child safeguarding checks have been made on their staff. An entry for the company is then made in the SCR. If a company fails to confirm that all the necessary checks have been made before working on site and/or with Hoe Bridge School pupils, the school will suspend use of its services.

ID checks are made on arrival at the school. Holroyd Howe Catering do their own ID checks on arrival at the school of a supply worker.

### **Procedure for Leavers**

Any member of staff, supply staff, trainee or person employed by the school or contracted by the school, or any volunteer or pupil who is dismissed, their contract not renewed, or expelled because they are no longer considered suitable to work with children, will be reported by the Head within one month of their leaving, to the DBS, PO Box 110, Liverpool, L69 3EF.

- The Head's report will include as much detail of the case as possible. This also includes any individual who leaves the school whilst under an investigation over suitability to work with children.
- DfE Census forms are completed by the Assistant Head (Academic) who returns the completed documentation to the DfE. All forms are copied and retained by the PA to the Head.

### **Training**

The following staff are trained in safer recruitment and one of them will always be involved in the recruitment of school employees:

Headmaster, Head of Pre-Prep, Bursar

## Appendix 1

### Single Central Register

The Single Central Register (SCR) held at Hoe Bridge School is maintained in the Bursar's main office in electronic and printed formats. Access is available to Governors, Heads, Bursar, school inspectors or other authorised persons and is periodically checked by the Bursar, Headmaster and the Governor responsible for child safeguarding.

The SCR records the following checks (where applicable) for all current members of staff and Governors, the date they are completed and by whom:

- a) name and identity;
- b) List 99 check;
- c) Enhanced DBS check;
- d) relevant qualifications;
- e) right to work in the United Kingdom;
- f) Further checks made in the case of a new employee having worked abroad before appointment;
- g) prohibition from working with children; and
- h) Medical fitness.