DURLSTON

Policy 5.11

Durlston School Safer Recruitment Policy

(Including EYFS pupils)

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Durlston School 5.11 Safer Recruitment Policy

1. Policy Statement

1.1 Durlston School commits to:

1.1.1 safeguarding and protecting all children and young people by implementing robust safer recruitment practices

1.1.2 identifying and rejecting applicants who are unsuitable to work with children and young people

1.1.3 responding to concerns about the suitability of applicants during the recruitment process

1.1.4 responding to concerns about the suitability of employees and volunteers once they have begun their role

1.1.5 ensuring all new staff and volunteers participate in an induction which includes child protection

2. The recruitment process

2.1 A planned recruitment ensures that the school has a consistent approach every time a new staff member or volunteer is recruited.

2.2 Durlston School take a planned and structured approach will help:

2.2.1 minimise the risk of appointing someone unsuitable

2.2.2 ensure the right person is selected for the role

2.2.3 make sure the process is fair and with equal opportunities

2.2.4 make sure there are records of the process for future reference.

3. Defined roles

3.1 All employees at Durlston School have access to children and young people, all roles have a job description and person specification. Both the job description and the person specification highlight the importance of understanding safeguarding issues.

4. Applicant information pack advertising the role

4.1 Every advert for a role at Durlston School includes a statement about the school's commitment to keeping children safe, and that the role will require a criminal records check

5. Applicant information pack

5.1 Durlston School uses an application form for all roles, whether paid or unpaid. This will include a full employment history and any gaps in employment must be explained.

6. References

6.1 Applicants are required to provide the details of at least two referees (including current employer) ; these will be contacted prior to interview as part of the school's vetting checks. Referees will be asked about an applicant's suitability and ability to work with children and young people.

6.2 The school will verify that electronic references originate from a legitimate source. Notes are recorded of any supplementary references taken over the telephone.

7. Interview

7.1 All applicants are assessed on their ability to carry out the role, based on justifiable and objective criteria.
7.2 At least two people are on the interview panel, one of which must have Safer Recruitment training. Any material connection between a candidate and a panel member must be declared.
7.3 Interviews to recruit people to work with children are always conducted face-to-face.
7.4 For teaching and teaching assistant roles, a practical test or assessment will be required to confirm an applicant's competency for the role.
7.5 During the interview candidates should show that they are able to:
7.6 establish and maintain professional boundaries and professional integrity
7.7 establish and maintain relationships with children
7.8 take action to protect a child.

8. Checking identity

8.1 Each candidate's identity will be checked during the recruitment process. The first opportunity to do this is usually when the candidate attends an assessment day and interview.

9. Qualifications, where appropriate

9.1 The school will check qualifications where this has been stipulated as a requirement of the recruitment process. Such qualifications will be checked in advance of employment and original copies of certificates will be asked to be seen.

10. Vetting, disclosure and barring checks

10.1 Criminal records checks

10.1.1 Criminal records checks enable the school to ensure that people aged 16 or over have nothing on their record that makes them unsuitable to work or volunteer in roles that have contact with children.
10.1.2 The school will apply to the Disclosure and Barring Service (DBS) for a check to help make safer recruitment decisions.
10.1.3 A criminal records check is only valid on the date stated on the certificate.

10.2 Enhanced with barred list checks

10.2.1 There are different types of criminal record checks depending on the nature of the work being carried out.
10.2.2 If someone is doing "regulated activity" they need to undergo an "enhanced with barred list check".
10.2.3 This provides information about police convictions, cautions, reprimands and warnings; information about whether the person has been barred from working with children; and any other relevant information.
10.2.4 If a DBS certificate is unavailable before a person starts work in regulated activity the member of staff may be allowed to commence work provided all other relevant checks have been completed satisfactorily and a risk assessment is in place with appropriate safeguards taken including supervision.

10.3 Online Searches

10.3.1 Online searches are a useful addition to the checks made during the safer recruitment process. Before interviews, we will complete an on-line search on short-listed candidates. The search is carried out by the PA to the Head, or if the PA to the Head is on the selection panel, the Designated Safeguarding Lead. Evidence of offensive or inappropriate behaviour, jokes or language, discriminatory comments, inappropriate photos, drug or serious alcohol misuse and anything that suggests a candidate may not be suitable to work with children will be passed to the Chair of the selection panel and will be discussed at interview.

10.4 Right to work checks

10.4.1 Even if the role is not paid, the School will carry out a right to work check. The Home Office has published guidance on right to work checks and how to carry them out (Home Office, 2019).

10.5 Overseas checks

10.5.1 If a candidate has been resident overseas for three months or more over the past five years, the school will check the candidate's criminal record in that country. The Home Office provides guidance on carrying out these overseas checks.

10.5.2 The school will check whether individuals from countries in the EEA who will be carrying out teaching work have any sanctions or restrictions imposed, by using the TRA Teaching Regulation Agency (A restriction applied in another country is not legally binding in England, but the school may make their employment decisions with the knowledge of the existence of such sanctions, if any)

10.6 Pre-employment checks for schools

10.6.1 Teachers can be prohibited from teaching children and young people for various reasons, including unacceptable professional conduct or a conviction of a relevant criminal offence. The school checks that anyone employed or engaged to carry out teaching work in school is not subject to a prohibition order issued by the Secretary of State.

10.6.2 The school also checks whether staff appointed to management positions (the Senior Leadership Team, and Operations Manager) are subject to a 128 direction, prohibiting them from this role. This also applies to staff who have been promoted internally.

10.7 Checking temporary or agency staff and visitors

10.7.1 It's just as important to ensure you recruit temporary or agency staff who are suitable to work with children as it is with permanent staff.

10.7.2 Any staff not directly employed by the school (e.g. supply staff) must have all the checks set out in paragraph 19 of the ISSR.

10.7.3 If someone is visiting the school to run an activity with children, we will ensure that they have undergone the necessary checks.

10.7.4 Furthermore, the school will only engage people to work with children if they come from an agency or organisation that has robust safer recruitment policies and procedures.

10.8 Supply teachers, student teachers and contractors in schools

10.8.1 These staff are all in regulated activity.

10.8.2 The school will ask the agency for written confirmation that the relevant disclosure and barring checks have been made for each temporary staff member or visitor. When supply staff arrive on site their ID will be checked.

10.9 Medical checks

10.9.1 The mental and physical fitness of all candidates will be verified via a confidential medical declaration form in order to check that they are able to carry out their work responsibilities.

10.10 Induction/probationary period

10.10.1 A probationary period is given to all new staff. Staff also receive induction and appropriate training in order to carry out their role.

10.11 Checks on other adults, either visiting or residential

10.11.1 For all persons over 16 who after April 2002 began to live on the same premises as the boarders, but are not employed by the school, an enhanced certificate with barred list information will be obtained from the DBS as well as appropriate identity checks listed above.

10.11.2 Any person over 16 not employed by the school, but living in the same premises as boarders will have a written agreement detailing the terms of their accommodation, guidance on contact with boarders, their responsibilities to supervise visits and notice that accommodation may cease to be provided if there is evidence they are unsuitable to have regular contact with children. They will be required to notify the Head if they are charged with, or convicted of any offence.

10.11.3 All persons visiting boarding accommodation will be kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.

10.11.4 Regular visitors to the school, including contractors, will be subject to an enhanced certificate with a barred list from the DBS.

10.11.5 For spouses, partners and/or other adult members of staff households in boarding accommodation, the Head will clarify their role in writing, as well as carrying out the relevant checks.

10.11.6 Guidance in KCSIE September 2022 has been extended to recommend that schools carry out a section 128 check for governors or trustees. People who are the subject of a Section 128 order are disqualified from being a governor or trustee.

10.12 Staff disqualification declaration

10.12.1 All staff at Kitebrook School have contact with children under 8 years and are therefore required to complete a 'Staff Disqualification Declaration' form pre-appointment and annually once employed/in role.

10.12.2 The declaration is renewed annually and the member of staff is obliged to inform the Head immediately on becoming aware of a reason/s that they may become disqualified.

10.12.3 This declaration will now form part of the Trust's appointment process for future staff and be on the application form. In addition, current staff must be asked to make the declaration.

11. Guidance

11.1 Herewith some guidance:

11.1.1 The disqualification requirements apply to the following staff:

11.1.2 Early years provision - any member of staff who provides any care for a child up to and including reception age. This includes breakfast clubs, lunchtime supervision and after school care provided by the school both during and outside of school hours for this early years age range.

11.1.3 Later years provision, for children under 8 - please note however that the new DfE guidance states that the Regulations do not apply to education or supervised activity for children above reception age during school hours or in after school or co-curricular educational clubs. However, the regulations do apply to before school settings, such as breakfast clubs and after school provision that would constitute childcare.

11.1.3 The regulations also apply to staff who are responsible for managing either the early or later years provision in that setting. The school will use its judgement to determine who is covered but this will include the Head, and may also include members of the senior management or leadership team responsible for the day-to-day management of the provision.

11.1.4 Staff who are not employed directly to provide childcare are not covered by this legislation.

11.1.5 For further information, please refer to Disqualification under the Childcare Act 2006 – updated 31.8.18

DURLSTON

Pre-interview vetting for shortlisted candidates

Role	
Candidate Name	
Gaps in employment history?	● Yes ● No Date checked: Checked by:
Online Searches	Date checked: Checked by: Issues YES/NO
Issues passed to panel Chair?	

Annex A: Staff Disqualification Declaration

This form is to be completed by all relevant staff and volunteers as part of pre-employment checks. [Additionally, we ask all relevant staff to inform the Head should any details subsequently change.]

Full Name: _____

Address: _____

Please respond to the questions listed below and sign the declaration to confirm that there are no reasons why you should not be working with children. If you are unable to meet any of the following aspects, please disclose this immediately to [the Head]. Please circle yes or no against each point.

Your personal situation ● **Have you been barred from working with children (i.e does your name appear on the DBS Barring List)?**	**Yes**	**No**
● **Have you been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, either at home or abroad? (Please see a list of the relevant offences set out in the Appendix below.)**	**Yes**	**No**
Care of children		
● **Have your own children been taken into care?**	**Yes**	**No**
● **Have your own children been the subject of a child protection order?**	**Yes**	**No**
● **Have you had your registration cancelled in relation to childcare or children's homes or have you been disqualified from private fostering?**	**Yes**	**No**
● **Are you 'Disqualified from Caring for Children'?**	**Yes**	**No**

If you have answered 'yes' to any of the above, please provide further information below. This information will be used to determine whether or not you are disqualified from working with children. Please note that when providing further details, you do not need to provide details about any protected cautions or protected convictions. You are also not required to disclose spent cautions or convictions of a person who lives or is employed in your household. Please ask the Head for more information.

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Please note: Staff who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. A fact sheet explaining the process can be found on this link:https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers .Such staff may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head for more details.
I understand my responsibility to safeguard children, and I am aware that I must notify the Head immediately of anything that may affect my suitability to work with children.
I will ensure that I notify my employer immediately of any convictions, cautions, court orders, reprimands or warnings I may receive.

I give permission for CT to contact any previous employer, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.
I will ensure that I notify my employer immediately if I live in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Signed ……. Date ……

For Head:
I have reviewed the above and confirm that no further action is to be taken.

Signed: …… Date ……..
OR
I have reviewed the above and the following action has been taken:
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Signed …… Date action taken ……

Annex B: The Durlston Schools – SCR Recruitment Checklist – Staff

Name:	**Post:**		
	Start date:		**All recruitment checks are to be completed prior to this date and the person starting work at the school**

Retain evidence of the following in the personnel file. **Date or N/A ONLY required on SCR**

Recruitment requirement	**Date checked by school**	**Record date on SCR (✔)**	**Evidence in file (✔)**	**Notes**
Identity checks (photo ID copies dated and signed)				
Qualifications				
Enhanced DBS (copy must not be retained)	Date DBS seen:		DBS Cert Number:	
Barred List (remember to check maiden name)				
Right to Work in UK				
Overseas Checks (where appropriate)				
Prohibition from Teaching (if teaching appointment)				
Prohibition from Leadership and Management (S128) (if management appointment)				
Reference 1 (to be verified)				
Reference 2 (to be verified)				
Application Form (Employment History)				
Medical Declaration				
Disqualification from childcare declaration				
DBS Risk Assessment If Needed				

New Starter Forms completed and passed to Trust Payroll Manager	**Date:**	**Signature:**
Checks and Signatures		
All checks satisfactorily completed (HR signature)	**Date:**	**Signature:**
File checked and staff member may commence work at the school (Head's signature)	**Date:**	**Signature:**
Any scrutiny by Governor	**Date:**	**Signature:**

When the staff member leaves the school's employment	
Date leaving	
Reason for leaving	
Notification to DfE?	
Referred to TRA/DBS?	

Annex C: Durlston School – SCR Checklist – Self-Employed / Volunteer

Name:	**Post:**		
	Start date:		**All recruitment checks are to be completed prior to this date and the person starts at the school**

Retain evidence of the following in the personnel file. **Date or N/A ONLY required on SCR**

Recruitment requirement	**Date checked by school**	**Record date on SCR (✔)**	**Evidence in file (✔)**	**Notes**
Identity checks (photo ID copies dated and signed)				
Qualifications				
Enhanced DBS (copy must not be retained)	Date DBS seen:		DBS Cert Number:	
Barred List (remember to check maiden name)				
Right to Work in UK				
Overseas Checks (where appropriate)				
Prohibition from Teaching (if teaching appointment)				
Prohibition from Leadership and Management (S128) (if management appointment)				
Reference 1 (to be verified)				
Reference 2 (to be verified)				
Application Form/CV				
Medical Declaration				
Disqualification from childcare declaration				
DBS Risk Assessment If Needed				

Checks and Signatures		
All checks satisfactorily completed (HR signature)	**Date:**	**Signature:**
File checked and staff member may commence work at the school (Head's signature)	**Date:**	**Signature:**
Any scrutiny by Governor	**Date:**	**Signature:**

When the person leaves the school	
Date leaving	
Reason for leaving	
Notification to DfE?	
Referred to TRA/DBS?	

Annex D: Durlston School – SCR Recruitment Checklist – Governors

Name:	**Date of Appointment:**	**All recruitment checks are to be completed prior to the date of appointment**
Address:	**DOB:**	

Retain evidence of the following in the personnel file. **Date or N/A ONLY required on SCR**

Recruitment requirement	**Date checked by Trust HR Manager**	**Record date on SCR (✔)**	**Evidence in file (✔)**	**Notes**
Identity checks (photo ID copies dated and signed)				
Enhanced DBS (copy must not be retained)	Date DBS seen:		DBS Cert Number:	
Barred List (remember to check maiden name)				
Right to Work in UK				
Overseas Checks (where appropriate)				
Prohibition from Teaching (if carrying out teaching)				
Prohibition from Leadership and Management (S128)				
CV				
Disqualification from childcare declaration				

Checks and Signatures

All checks satisfactorily completed (Durlston HR Manager's signature)	**Date:**	**Signature:**