

# St Barnabas CE Primary School



*'Barnabas the Encourager'*

## Safer Recruitment Policy

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**Signed by:**

**Chair of Governors .....**      **Date: February 2017**

**Review Date: February 2018**

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## **Statement of intent**

This policy is designed to assist with recruitment and selection at St Barnabas CE Primary School. It outlines our recruitment procedure and is in-line with the DfE statutory guidance on safeguarding.

This policy sets out how our safer recruitment practices and procedures contribute to a robust safeguarding culture at our school.

This policy also links to our Child Protection Policy and the guidance [Keeping Children Safe in Education September 2016](#)

## **1. Roles and responsibilities:**

The governing body of the school is responsible for ensuring there are effective policies and procedures in place to ensure recruitment at St Barnabas CE Primary School is in-line with DfE guidance and legal requirements.

At St Barnabas our governing body strives to ensure that staff recruitment is safe and fair, and the governing body continues to monitor this aspect of the school's Recruitment Policy alongside legal and statutory compliance.

The headteacher will assist the governing body in ensuring that staff recruitment is safe, fair and compliant. The headteacher will also ensure appropriate checks have been carried out on staff, volunteers, contractors and agencies working within the school.

The headteacher is also responsible for ensuring that appropriate supervision of employees/volunteers is organised, where necessary, and for promoting the safety and wellbeing of pupils generally and throughout this process.

## **2. Inviting applications – advertisements**

Vacancies will be advertised through external media, keeping in mind the school's Equal Opportunities Policy and the need to reach disadvantaged groups. A commitment to equal rights and safeguarding will be stated in advertisements.

Advertisements will include a job description, outline the person specifications potential candidates should display, along with the closing date and a safeguarding statement.

Recruitment will not be through 'word of mouth' and advertisement will aim to reach as broad an audience as possible.

The contact point for telephone or email enquiries will be clearly outlined and application forms are accessible both on the school's website, as well as sent out to applicants.

## **3. Information for candidates**

Information for candidates will generally be provided in the form of an information pack. This will include:

- A copy of the advertisement.
- A more comprehensive job description.
- A more comprehensive person specification.
- Equal rights material.
- A brief outline of the school, its values and aims.
- An application form – to assist with fair comparisons between applicants. This will also include a section for references to be recorded, one of which should be the candidate's most recent employer, employment history and declaration of criminal records, cautions and convictions.

## **4. Identification of the recruitment panel**

The recruitment panel will comprise of an 'appointing officer', responsible for the management of the entire recruitment process. Between two and four selectors is appropriate for most appointments.

At least one member of the panel will have successfully completed training in safer recruitment.

## **5. Shortlisting**

All application forms (whether incomplete or completed) must be taken into account when shortlisting candidates for an interview.

Candidates who are shortlisted should meet all the essential aspects of the person specification requirements. This process will be as systematic as possible and all selectors will read through all applications, each creating their own shortlist. These will be collated and discussed between selectors before a final shortlist is decided on.

Any gaps in employment history will be checked to ensure that details of these have been given.

## **6. Interview invitations**

Once a shortlist has been decided, the successful applicants will be contacted by the selection chair and a suitable interview time decided.

Permission will be asked to contact the candidate's referees prior to interview.

## **7. References**

Two referees, one of which must be the candidate's most recent employer, will be contacted by the chair of the selection committee, ideally before candidates are interviewed.

The referees will be asked to complete a form which includes a range of questions.

These questions will include:

- General information about the candidate's previous professional performance and suitability for the post.
- The candidate's suitability to work with children and young people.
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people.
- The applicant's disciplinary record.
- If the candidate is applying for a teaching post and is not currently employed as a teacher, the school/college/local authority where they were most recently employed as a teacher should be contacted.
- The applicant's sickness record. (This will only be requested once a provisional job offer has been made).

Records will be kept of these conversations, or written references requested, and any uncertainties or issues followed up with the referee verbally will be recorded.

## 8. Digital footprints

At St Barnabas CE Primary School we are committed to ensuring that safeguarding is a top priority.

In light of this commitment, where appropriate, potential candidates' social media or other online activity may be checked prior to interview and records made of any offensive or inappropriate material.

This process may include a search for the candidate via:

- Google
- Facebook
- Linked In

## 9. Selection process

During interviews, candidates will be asked standard form questions and their responses recorded for ease of comparison.

Any concerns raised through scrutiny of the application form (e.g. gaps in employment history, criminal convictions) or through contact with referees will be put to the candidate at this stage.

## 10. Employment checks and DBS checks (inc. "regulated activity")

For the purpose of this policy, and in accordance with the Keeping Children Safe in Education Guidance (September 2016), "regulated activity" means they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- will engage in intimate or personal care or overnight activity, even if this happens only once.

10.1. Regulated activity includes:

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children.
- b) Work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

- c) Relevant personal care, or health care provided by or provided under the supervision of a health care professional:

personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.

health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

The level of DBS check, including whether a prohibition check is required, will depend on the applicant's role. For most appointments, i.e. those in 'regulated activity', an enhanced DBS check with barred list information is sufficient.

### 10.3 General recruitment

St Barnabas CE Primary School will take care to ensure that:

- A candidate's identity is verified, from a current photographic ID and proof of address except where, for exceptional reasons, none is available.
- Appropriate DBS checks are obtained for all candidates, including barred list information where the person is engaged in regulated activity.
- Where an individual is successful in their application, and begins work in a regulated activity before a DBS certificate is available, a separate barred list check will be obtained and a risk assessment put in place to ensure that this individual is supervised.
- A candidate's mental and physical fitness to do the job will be verified
- A candidate's professional qualifications will be verified if appropriate (e.g. teaching qualification)
- Successful candidates for teaching positions are not subject to a prohibition order issued by the Secretary of State. This will be done using the Teacher Services' system.
- The successful candidate has a right to work in the UK.
- Where a candidate has worked overseas, that appropriate checks are carried out per this policy.

**NOTE:** There is **no requirement** to obtain an enhanced DBS check if, in the three months prior to beginning work in their new appointment, the applicant has worked:

- In a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006; or
- In a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.

But a school or college **may** request an enhanced DBS check with barred list information should there be concerns and bearing in mind the duty schools and colleges are under not to allow a barred person to work in regulated activity.

**NOTE:** A school or college **may not** request an enhanced DBS check with barred list check for anyone working in the school or college who is not in regulated activity, but may request an enhanced DBS check **without** a barred list check.

### 10.4 Volunteers

Volunteers recruited to take part in regulated activity must obtain an enhanced DBS certificate with a barred list check. Under no circumstances will a volunteer who has not provided a DBS certificate be left unsupervised or allowed to work in regulated activity.

St Barnabas School will verify the volunteer's identity and suitability to work with children through references and an informal interview with the headteacher or deputy headteacher.

**Note:** Where a volunteer is to be placed under supervision, they are not considered to be taking part in regulated activity and therefore it is illegal for the school to request a barred list check on the volunteer. Supervision must:

- Be by a person who is in regulated activity.
- Be regular and day to day.
- Be "reasonable in all the circumstances to ensure the protection of children".

## **10.5 Individuals who have lived outside the UK**

No exceptions will be made for candidates who have lived outside of the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.

The DfE [guidance on the employment of overseas-trained teachers](#) will be consulted should an overseas candidate apply for a teaching position.

## **10.6 Agency and third party staff**

In the case of any employee working at St Barnabas CE Primary School sourced from an agency or third-party organisation, confirmation is obtained from the organisation, in writing, that all necessary DBS checks have been completed.

Confirmation must also be obtained that the individual who presents for work is the same person on whom all checks have been completed. Photographic identification is verified on arrival at work.

## **10.7 Trainee/student teachers**

At St Barnabas we will ensure that enhanced DBS certificates and barred list checks are obtained on all trainee / student teachers. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks.

## **11 Decision making**

At St Barnabas CE Primary School, we are committed to ensuring the best individuals are recruited to work at our school. Applicants will therefore be carefully checked against the selection criteria and all essential criteria from the person specification must be met before any offers of employment are made.

In line with our safeguarding obligations, we will carefully consider all information about past disciplinary action or allegations. This includes information obtained from the Teacher Services' system.

## **12 Single central record**

Per legal requirements, St Barnabas CE Primary School will maintain and regularly update our single central record. All new employees will be added to the record, which will include:

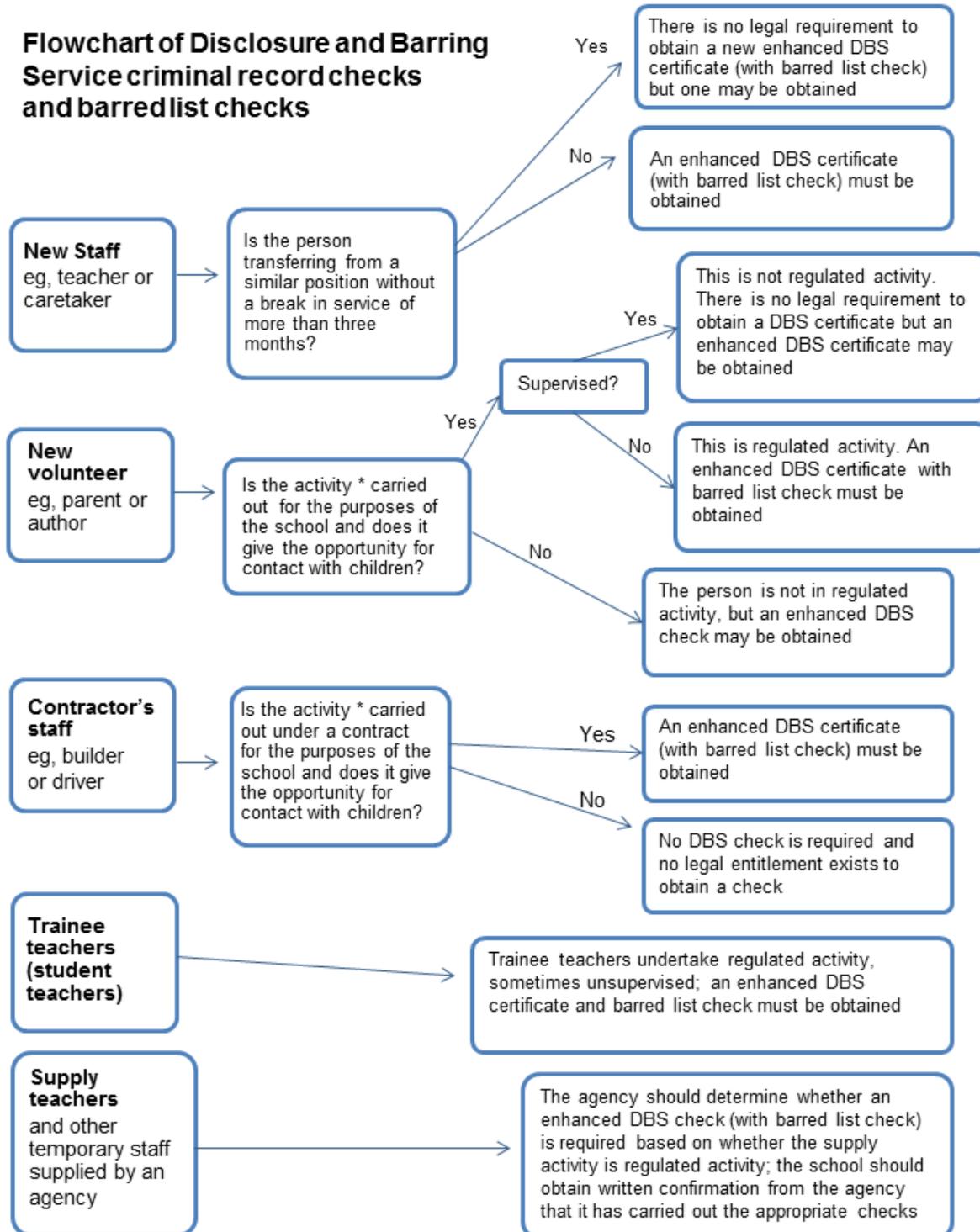
- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.

For each individual, the single central record will outline whether or not the following checks have been carried out/certificates obtained, along with the date of the check:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK
- A check of professional qualifications
- A check to establish the person's right to work in the UK

# Annex 1: Flowchart of Disclosure and Barring Service criminal record checks and barred list checks.

## Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'