



SAFE RECRUITMENT POLICY

(INCLUDING EYFS)

POLICY STATEMENT

'Harvington Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.'

1. INTRODUCTION

1.1 This policy has been developed to embed safer recruitment practices and procedures throughout the school and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children in our care.

This policy has regard to:

- [Keeping Children Safe in Education \(September 2016\) \(KCSIE\)](#)
- [“Working Together to Safeguard Children,\(as revised March 2015\)](#)
- [‘The Education \(Independent School Standards\) \(England\) Regulations 2014’](#)
- [Disqualification under the Childcare Act 2006 \(February 2015\)](#)

All successful candidates for paid or volunteer employment should be made aware of these documents.

1.2 This policy is an essential element in creating and maintaining a safe and supportive environment for all children, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies

- identifying and rejecting those candidates/volunteers who are unsuitable to work with children

1.3 Harvington Preparatory School is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

1.4 We have a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer (LADO) within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

1.5 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a child and we may refer any concerns we have before the completion of this process.

1.6 The School will make regular internet and social media checks for relevant information about staff. Any areas of concern will be thoroughly investigated and discussed with the staff member concerned. Should these checks reveal areas of concern the school's appropriate policy will be followed.

1.7 Members of staff must inform the Head of any changes in their circumstances that may affect their suitability to work with children during their employment at the school.

2. ROLES and RESPONSIBILITIES

2.1 The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements

- monitor the school's compliance with them
- ensure that appropriate staff and governors have completed safer recruitment training

2.2 The Head will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor the compliance of any contractors and agencies with this document
- promote the safety and well being of children at every stage of this process

3. INVITING APPLICATIONS

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement; "Harvington Preparatory School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check".

3.2. All applicants will receive a pack containing the following when applying for a post:

- A statement of the school's commitment to ensuring the safety and well being of the pupils
- Job description and person specification
- The school's Safeguarding Policy
- The school's Safer Recruitment Policy
- The selection procedure for the post
- An application form

3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

3.4. Candidates submitting an application form completed on line will be asked to sign the form if called for interview.

4. IDENTIFICATION OF THE RECRUITMENT PANEL

4.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

5. SHORT LISTING AND REFERENCES

5.1 Candidates will be short listed against the person specification for the post.

5.2 Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

5.3 References will be sought directly from the referee, and where necessary, referees will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.5 Referees will be asked specific questions about the following:

- 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 candidate's suitability for the post

5.6 Reference requests will include the following:

- Applicant's current post and salary

- Sickness record
- Attendance record
- Disciplinary record

5.7 All appointments are subject to satisfactory references, vetting procedures (including internet searches) and DBS clearance.

6. INVITATION TO INTERVIEW

6.1 Candidates called to interview will receive:

- A letter or email confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

7. THE SELECTION PROCESS

7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

7.2 Interviews will always be face-to-face but occasionally this may be via Skype.

7.3 Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children

8. EMPLOYMENT CHECKS

8.1 Upon interview, candidates must produce ID, qualifications and proof of right to work in UK, in order that we can satisfy ourselves, that we are interviewing the right person. An offer of appointment will be conditional and all successful candidates will be required to:

- Complete an enhanced DBS application and receive satisfactory clearance
- Provide documents of professional status to be photocopied
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
- Provide a completed Staff Disqualification Declaration Form

8.2 The school will check the Barred List and the Prohibition List for prohibition order from teaching or prohibition order from management – both must be checked if applicable

8.3 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

8.4 Employment will commence subject to all checks and procedures being completed to the school's satisfaction, including the barred check list. However, DBS delays might necessitate a risk assessment being put into place, to facilitated commencing but never having unsupervised access to children, providing the barred list and barring checks are clear. Should this be necessary the risk assessment would be subject to fortnightly review.

9. INDUCTION

9.1 All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training.

9.2 All successful candidates will undergo a period of induction and monitoring and will:

- Meet regularly with their induction tutor
- Meet regularly with their line manager
- Attend any appropriate training

10. SUPPLY STAFF

10.1 Harvington Preparatory School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.

10.2. Identity checks will be carried out when supply staff first arrive at the school. The school must see the DBS disclosure as well as ID.

11. RECRUITMENT OF EX-OFFENDERS

11.1.The school complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

11.2.This policy statement on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process and is available via the school's website. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

11.3. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Having a criminal record will not necessarily bar applicants from

working at the School. This will depend on the nature, circumstances and background of the offence and the time elapsed since the offence. However, failure to reveal information directly relevant to the position sought could lead to the withdrawal of any offer of employment.

11.4. If a DBS Certificate reveals any convictions that have not previously been discussed at or prior to the interview, the person concerned will be invited to attend a further interview with the Head to discuss the conviction(s) and circumstances.

11.5. Staff from overseas, must have an enhanced DBS and barred list check, wherever they come from. They must also have a police check from overseas and be checked against the EEA prohibited list

11.6. Definitions

- A **criminal record** is a record of a person's convictions, whether spent or unspent, under the Rehabilitation of Offenders Act 1974, cautions, reprimands, final warnings and other non-conviction information such as acquittals.
- A **criminal conviction** is a finding of 'guilty' by a criminal court. Criminal convictions form part of the criminal record.
- **Spent convictions** happened some time ago and normally no longer need to be revealed. The Rehabilitation of Offenders Act 1974 gives people with criminal records the right not to disclose them after a rehabilitation period. However, there are exemptions and the School has the right to ask employees and those offered employment for such information.
- A **Barred List** check is a DfE list of people who are banned from working with children

FREQUENTLY ASKED QUESTIONS

1. How long does it take to receive my DBS Certificate?

We will send you a link to an on-line application form to complete, and meet you to check your form and verify your identity. On average the process can take 3-4 weeks (but may take longer if you have lived at various addresses).

2. What do I receive from the DBS?

You will receive a certificate from the DBS stating whether or not you have a police record and, where appropriate, will confirm that your details have been checked against the list of those banned from working with vulnerable adults or children. As the school does not receive a copy of the certificate you are required to show the certificate to the school administrator as soon as you receive it.

3. What happens if I have a previous conviction(s)?

Having a criminal record will not necessarily stop you from working at Harvington Prep School. This will depend on the nature of your work, the circumstances and background of the offence(s) and the time elapsed.

4. What happens if I have a criminal conviction during employment?

It is important, if you have a criminal conviction, that you disclose this information either to the Bursar or the Head as soon as possible. You will be asked to attend an interview to explain the background and circumstances regarding the conviction. Failure to reveal information directly relevant to your role may lead to disciplinary action.

5. Who will know about my criminal record?

If a criminal record is revealed through a DBS check the Bursar and the Head will know the details of the convictions, and any agencies with which the School is obliged to share that information (ie if you have applied to work with children when banned from doing so).

6. The information on my Certificate is wrong – what can I do?

If you think that any information contained on your Certificate is wrong, please contact the DBS Certificate Dispute line on 0870 9090 778 who will advise on their dispute procedures.

7. Can I refuse to apply for a Certificate?

It is compulsory to check your details against the list of people banned from working with children. We are obliged to insist on a DBS Certificate from applicants and members of staff.

8. How long are Certificates valid?

A Certificate carries no period of validity. The information it contains reflects the position at the date of its issue. The closer this date, the more reliance can be placed on its content.

9. Do all parent helpers and volunteers need to obtain a Certificate?

This depends on the level of contact or the possibility that helpers may be alone with, or have some responsibility for, children. We will use our discretion about whether or not it is needed.

10. Do teachers from overseas need to be checked?

Yes. Overseas teachers will be treated the same as any new employee.

Pre - Employment Checklist

NAME:		Date of Birth:	
Documents	Date Requested/sent	Received/Date	Complete?
Application Form			
References	Date Requested	Received/Date	Satisfactory?
Current/Most recent employer. Details			
2 nd Referee Details			
Verbal Reference check.	Date	Form completed	Satisfactory?

Name.			
Position			
Identity Check		Qualifications	
Evidence Provided	Passport	Certificate (s) produced	
	Driving Licence		
	other		
If other – what used			
Qualifications			
DBS – List 99 Check	Date Requested/sent	Received/Date	Complete?
ID Type selected			
School request submitted			
Barred List response			
Employee verification			
Sight of DBS Disclosure			
Prohibition Order from teaching			
Prohibition Order from management			
Overseas or EEA check			
Residency Check			
Right to work in UK			

All Checks satisfactorily completed	School Administrator's confirmation	Date	Head's sanction to appoint	Date

Document Checklist

	Date Requested/sent	Received/Date	Complete?
Letter of Acceptance			
Medical Form			
Safeguarding Agreement Form			
Staff Disqualification Declaration Form			
Contract of Employment			

Central Register			
------------------	--	--	--