



Safe Recruitment Policy

Next review date: Spring 2021

Contents:

Statement of intent

1. [Roles and responsibilities](#)
 2. [Inviting applications](#)
 3. [Information for candidates](#)
 4. [Identification of the recruitment panel](#)
 5. [Shortlisting](#)
 6. [Interview invitations](#)
 7. [References](#)
 8. [Digital footprints](#)
 9. [Selection process](#)
 10. [Employment checks and DBS checks \(inc. “regulated activity”\)](#)
 - 10.1. [General recruitment](#)
 - 10.2. [Volunteers](#)
 - 10.3. [Individuals who have lived outside the UK](#)
 - 10.4. [Agency and third party staff](#)
 - 10.5. [Trainee/student teachers](#)
 11. [Decision making](#)
 12. [Single central record](#)
- Appendix**
13. [Annex 1](#): Flowchart of Disclosure and Barring Service criminal record checks and barred list checks.

Statement of intent

The Governors and all staff are committed to providing a safe and secure environment for our pupils – our top priority is to prevent those who might wish to harm or abuse children from entering the workforce. Through this policy Hillside Primary School aims to embed safer recruitment practices and procedures to ensure a more robust safeguarding culture at our school.

The school is very careful to follow the government recommendations on gathering information, screening and carrying out checks on all new recruits. Thereafter all staff are committed to remaining vigilant and maintaining the highest standards of child protection in the school and amongst colleagues.

We take a pro-active approach to ensure all current and new staff are made aware of the 'Prevent Duty' and realise its importance.

We ensure visiting speakers/volunteers to the school are supervised at all times as detailed in our Safeguarding Children Policy.

This policy, designed to assist with recruitment and selection at Hillside Primary School, outlines our recruitment procedure and is in line with the government statutory guidance on safeguarding, 'Keeping Children Safe in Education, September 2018'.

Principles agreed by the Governors

That all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, gender, religion, age, disability, marital status, sexual orientation etc.

Supporting information and guidance

- Keeping Children Safe in Education, September 2018
- Keeping Children Safe in Education (Safer Recruitment in Education) Stoke-on-Trent City Council, May 2015
- Child Protection & Safeguarding Children Policy
- Equality, Diversity and Cohesion Policy

This policy will be reviewed *at least* every 2 years.

1. Roles and responsibilities:

- 1.1. The governing body of the school is responsible for ensuring there are effective policies and procedures in place to ensure recruitment at Hillside Primary School is in-line with DfE guidance and legal requirements and the Keeping Children Safe in Education, September 2018 and the Keeping Children Safe in Education (Safer Recruitment in Schools) Stoke-on-Trent City Council, May 2015 .

At Hillside Primary School 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.

- 1.2. 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

- 2.1. Vacancies will be advertised, keeping in mind the school's Equality Diversity and Cohesion Policy and Scheme.
- 2.2. Advertisements will include a job description, outline the person specifications potential candidates should display, and detail the closing date.
- 2.3. The contact point for telephone or email enquiries will be clearly outlined.

3. Information for candidates

- 3.1. 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.
 - 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.

4. Suitability of staff

Disqualification by Association

Early years provision includes education and any supervised activity for a child from birth until the 1st September following their 5th birthday. It applies to all provision for children in that age range during and after school hours, including school nursery and reception classes. Later years' provision covers childcare that is provided outside of school hours including breakfast club and after school care.

At Hillside, **all** new staff, before commencement of employment and all volunteers will be required to complete a Staff Suitability Declaration form. Thereafter all staff and volunteers will complete the form annually, at the commencement of the Autumn Term.

There is a requirement to provide the relevant information about a person who lives or works in the same household as them, guards against an individual working with young children who may be under the influence of a person who lives with them and where that person may pose a risk to children 'by association'.

5. The recruitment panel

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

6. Shortlisting

- 6.1. All application forms (whether incomplete or completed) must be taken into account when shortlisting candidates for an interview.
- 6.2. 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.

7. Interview invitations

- 7.1. Once a shortlist has been decided, the successful applicants will be contacted by the selection chair and a suitable interview time decided.
- 7.2. Permission will be asked to contact the candidate's referees prior to interview.

8. References

- 8.1. 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.
- 8.2. Structured questionnaires are a useful method of questioning referees.
- 8.3. 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 sickness/attendance record.
 - 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.
- 8.4. 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.
- 8.5. Following reference checks, any concerns raised by referees will be put to the candidate at interview. Such conversations will also be recorded.

9. Digital footprints

- 9.1. At Hillside Primary School we are committed to ensuring that safeguarding is a top priority.
- 9.2. In light of this commitment, where appropriate, potential candidates' social media or other online activity will be checked prior to interview and records made of any offensive or inappropriate material.
- 9.3. This process may include a search for the candidate via:
 - Google
 - Facebook
 - Linked In
 - Other similar sites.

10. Selection process

- 10.1. During interviews, candidates will be asked standard form questions and their responses recorded for ease of comparison.
- 10.2. Any concerns raised through contact with referees will be put to the candidate at this stage.

A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.

11. Employment checks and DBS checks (inc. “regulated activity”)

- 11.1. For the purpose of this policy, and in accordance with the Keeping Children Safe in Education Guidance, “regulated activity” means:

- a) The employee will be responsible for the care or supervision of children on a regular basis.
- b) The employee will regularly work in the school while children are on the premises (whether or not the person is directly employed by the school, is a contractor or a volunteer).
- c) The employee will come into contact with children under 18 years old on a regular basis.

- 11.2. 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.
- c) 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:
 - i. Relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - a. 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.

- b. 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.

11.3. General recruitment

11.3.1. Hillside Primary School will take care to ensure that:

- A candidate's identity is verified, preferably 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:
- Where applicants have subscribed to the DBS Update Service, and give permission for this to be accessed, this service will be used instead.
- Successful candidates for teaching positions are not subject to a prohibition order issued by the Secretary of State. This will be done using the Employer Access Online service.
- 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.

11.4. Volunteers

- 11.4.1. Where a volunteer is recruited to engage in work which is not considered 'regulated activity', an enhanced DBS certificate will be obtained.
- 11.4.2. Volunteers recruited to take part in regulated activity must obtain an enhanced DBS certificate with a barred list check.
- 11.4.3. Under no circumstances will a volunteer who has not provided a DBS certificate be left unsupervised or allowed to work in regulated activity.

11.5. Individuals who have lived outside the UK

- 11.5.1. 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.

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

11.6. Agency and third party staff

- 11.6.1. In the case of any employee working at Hillside Primary School sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary DBS checks have been completed.
- 11.6.2. Confirmation must also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification is generally appropriate.

11.7. Trainee/student teachers

- 11.7.1. At Hillside Primary School we will ensure that enhanced DBS certificates and barred list checks are obtained on all 'salaried' applicants for initial teacher training.
- 11.7.2. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks.

12. Decision making

- 12.1. At Hillside 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.
- 12.2. In line with our safeguarding obligations, we will carefully consider all information about past disciplinary action or allegations. This includes information obtained from the Employer Access Online checks.

13. Single central record

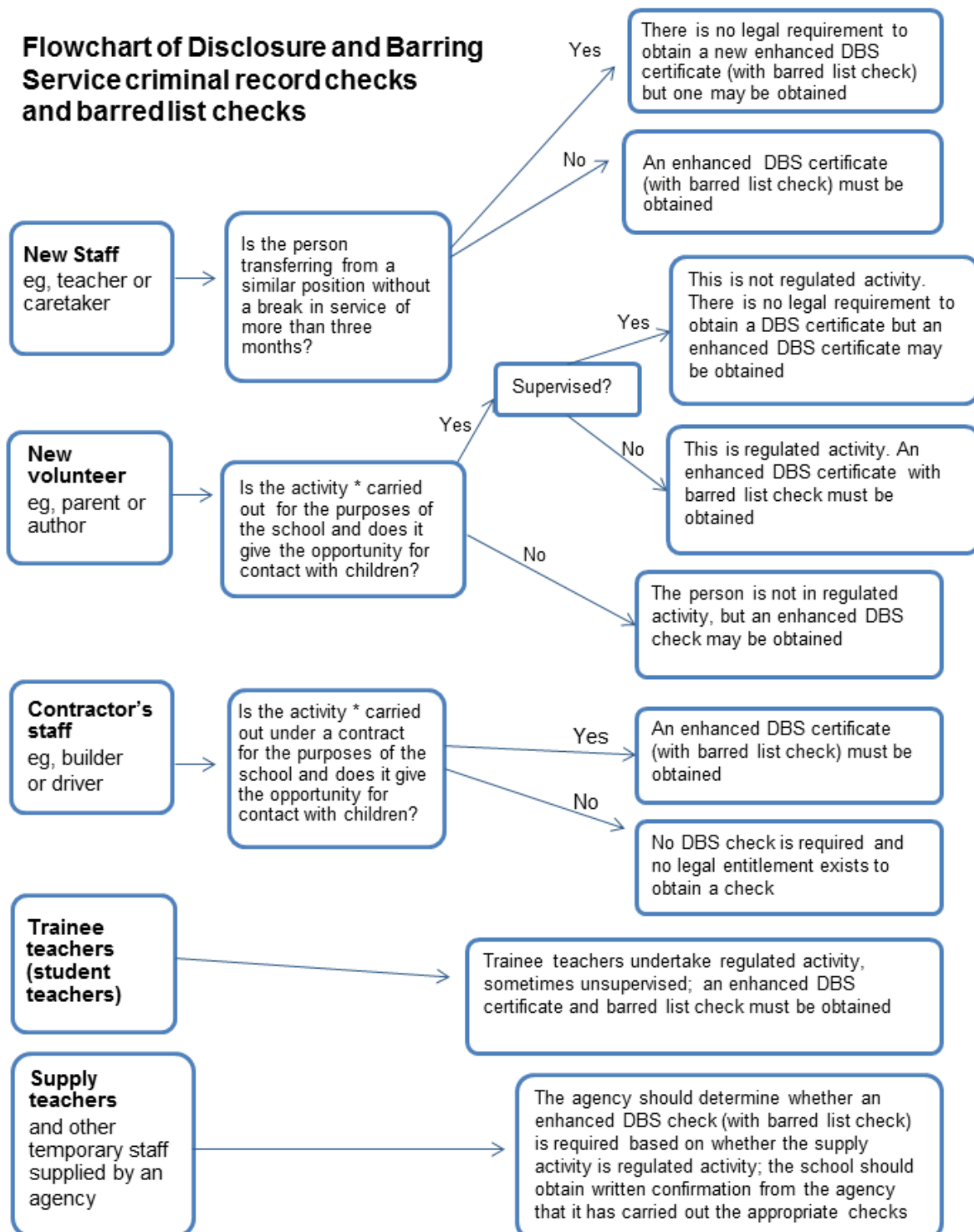
- 13.1. Per legal requirements, Hillside Primary School will maintain and regularly update our single central record. All new employees will be added to the record, which will include:
- All staff (including supply staff) who work at the school.
 - All others who work in regular contact with children in the school or college, including volunteers.

13.2. 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'