



St Luke's C.E. Primary School

Safer Recruitment Policy

Langport Avenue
Longsight
Manchester
M12 4NG

1 INTRODUCTION

1.1 This policy has been developed to embed safer recruitment practices and procedures throughout St Luke's C.E. Primary and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy applies to employees, supply staff, contractors, volunteers and visitors.

1.2 This policy complies with guidance outlined in DfE, KCSiE 2022 and recruitment guidance issued by Manchester LA (Appendix 12). It has been ratified by the Governing Body on 14.11.2022 and will be reviewed December 2023.

1.3 We know that safer recruitment processes alone are not enough to safeguard children. We will apply the learning from research and serious case reviews to help us create and maintain a culture within our school that will help deter, prevent, and detect inappropriate or abusive behaviour. Important elements of a safe culture include:

- an 'open and no secrets' culture where adults and children feel safe and supported to raise concerns and trust that they will be taken seriously and acted upon appropriately
- belief that it 'could happen here'
- setting acceptable standards of behaviour and guidance for safer working practices
- setting clear procedures for reporting concerns and whistleblowing
- a strong commitment to safeguarding children and an ongoing culture of vigilance
- policies and procedures are put in to practice and are effective
- induction, regular training and probationary periods.

1.4 This policy reinforces the conduct outlined in the Safer Recruitment Consortium, 'Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings', 2020 as well as the school's whistle blowing policy. All staff and volunteers are expected to be familiar with this guidance and all successful candidates for paid or volunteer employment will be made aware of these documents as part of their induction. We also expect all staff and volunteers to discuss with the Headteacher any relationship or association, either in school, out of school or online, that may have implications for the safeguarding of children in school.

1.5 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, 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 or volunteers to vacancies
- deterring prospective candidates or volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates or volunteers who are unsuitable to work with children and young people.

1.6 St Luke's C.E. Primary 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.

1.7 As an employer we are under a legal duty to refer any allegation of abuse against a member of staff or volunteer to the 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
- conducted an act which is deemed inappropriate and may impact on the school's reputation or confidence in staff's ability to safely work with children.

1.8 As an employer we are under a legal 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 pupil and we may refer any concerns we have before the completion of this process. This legal duty to report also applies to staff who would have been dismissed if they had not left the school. We will adhere to the guidance set out in KCSiE 2022, Part 4 'Allegations of Abuse Made Against Teachers and other Members of Staff' (Appendix 3), including where a member of staff leaves or is dismissed.

1.9 The senior leadership team will undertake new checks if a concern arises about an existing member of staff or volunteer's suitability to work with children. New checks will also be undertaken if someone moves from a post that was not considered regulated activity into a position that is regulated activity

AND/OR

Thamina Tanvir will check for updated relevant information about staff every 3 Years The DBS online update service will be used where existing staff have subscribed to this service and have given their consent for the status to be rechecked.

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 DFE guidance and legal requirements
 - Carry out termly quality assurance of the single central record will be carried out ensuring completion of safer recruitment checklists for each new appointment, ensuring that at least one member of each recruitment panel has completed Safer Recruitment training and that those responsible for the management and oversight of the single central record have completed relevant training.

2.2 The Headteacher 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 any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people 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:

“St Luke’s C.E. Primary is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, KCSiE 2022 (Appendix 1), this includes a satisfactory Disclosure and Barring Service Enhanced with barred list information 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, this will include reference to the responsibility for and qualities required to safeguard and promote the welfare of all children
- the school’s Safeguarding Policy
- the school’s Safer Recruitment Policy
- the selection procedure for the post
- equal opportunities monitoring form
- an application form that requests the following information:
 - personal details – current and former names, addresses and National Insurance numbers
 - full education, training and employment history including reasons for leaving
 - explanation of any gaps in employment
 - appropriate referees (including current or most recent employer)
 - personal statement including experience and qualities relevant to the new role
 - signed and dated declaration
 - qualifications, awarding bodies and date of awards
- Please note that candidates will be asked to complete a self-disclosure of criminal history in relation to unprotected cautions and convictions will once shortlisting has taken place and prior to attending an interview.

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

3.4 Positions working with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended 2013). Therefore, applicants will be asked to disclose any criminal history. This information will be requested after shortlisting has taken place and will only be considered by the recruitment panel after the short-listing stage. Applicants will be given the opportunity to discuss any relevant information disclosed prior to the interview. Self-disclosure does not remove the requirement to obtain a DBS certificate.

3.5 Candidates submitting an application form completed on-line will be asked to sign the declaration on their application form if called for interview. This declaration will ask candidates to confirm the following:

- that the information submitted on their application form is complete and accurate
- that they understand any offer of employment is subject to satisfactory references and vetting checks including a satisfactory DBS certificate and check of the Barred list
- a satisfactory medical report, if appropriate
- that they have not been disqualified from working with children, cautioned or sanctioned in this regard. See Appendix 5 for model letter.

3.6 A curriculum vitae cannot be accepted in place of a completed application form.

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' that covers as a minimum, the requirements set out in DfE, KCSiE 2022. In light of the pace of change in statutory guidance, namely DfE, KCSiE 2022, it is good practice and strongly recommended by Manchester City Council that Safer Recruitment training is refreshed every three years.

4.2 If there are other members of the panel who have not yet completed safer recruitment training, it will be the responsibility of the trained panel member to brief the panel on the principles and requirements of safer recruitment practice prior to the process commencing.

4.3 Effective and safe recruitment can be a lengthy process, sufficient time and resource will be allocated to ensure safer recruitment practice is fully implemented.

5 SHORT LISTING AND REFERENCES

5.1 At least two members of the recruitment panel will carry out the short-listing process. Candidates will be short listed against the person specification for the post. Applications will be scrutinised and any discrepancies, anomalies and or gaps in employment will be noted and explored if the candidate is shortlisted.

5.2 We will ensure that two written satisfactory references are obtained, one of which must be from the applicant's current or most recent employer. References will be requested at the short-listing stage and where possible obtained prior to interview. This would allow any concerns they raise to be explored further with the referee and taken up with the candidate at interview. Conditional offers will only be made to the preferred candidate after two satisfactory references have been obtained. Detailed written records will be kept of any verbal exchanges about the content of the reference with either the candidate and or the referee.

5.3 Open references will not be accepted. References will be sought directly from the referee and from a senior person who is able to provide information specifically relating to disciplinary matters and suitability to work with children and who has the appropriate authority to provide a professional reference on behalf of the organisation. Where this is not the case for the named referee, a senior person within the organisation will be contacted directly to confirm the content of the reference and asked to provide any additional information specifically relating to disciplinary matters and suitability to work with children.

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

5.5 Electronic references will be verified for authenticity, this may include:

- checking referee contact details against those listed on the organisation's website
- only accepting professional email addresses
- telephone contact
- checking Companies House.

5.6 Referees will be sent a reference request (Appendix 11 for model letter) and asked specific questions about the following:

- the candidate's suitability to work with children and young people
- any disciplinary warnings, including current and live and or time-expired warnings, relating to the safeguarding of children and young people
- the candidate's suitability for the post.

5.7 Reference requests will include the following:

- applicant's current position and salary
- sickness record
- attendance record (In accordance with the Equality Act 2010, referees will only be asked for information relating to absence or sickness record after the preferred candidate has been selected unless the post has an exception)
- disciplinary record.

5.8 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

5.9 Online checks will be carried out on any shortlisted candidates before invitation to interview.

5.10 Social media handles will be requested on application forms.

6 INVITATION TO INTERVIEW

6.1 Candidates called to interview will receive:

- a letter confirming the interview and details of the selection techniques
- a request to bring the required proof of identification, including birth certificate and photo ID, that will be needed for an ID check as part of the DBS application process should they be offered the post.
- a request to bring original certificates of any qualifications required for the post
- 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 ask any questions and or seek clarification about the selection 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 a planned and formal interview of short-listed candidates. To allow the best opportunity to assess a candidate's suitability for the role, a range of selection tools may be used in addition to an interview. This may include:

- lesson observations
- opportunities to assess the candidate's interaction with staff and children
- presentations
- role play
- group exercises
- written exercises
- aptitude/ability tests

7.2 Interviews will always be face-to-face or in exceptional circumstances, conducted via the use of technology e.g. Skype. Interviews will include value-based and probing questions to inform the

panel's assessment of the candidate's suitability to safeguard and promote the welfare of all children. Value based interviewing helps to assess the values, motives and attitudes of applicants. It focuses on how and why decisions are made and helps to explore reasons for their behaviour. All questions will be preplanned by the panel and designed to invite evidence-based responses rather than theoretical responses.

7.3 Written notes will be taken by the panel to record the questions asked and responses given by candidates.

7.4 Candidates will be required to:

- explain any gaps in employment
- explain satisfactorily any anomalies or discrepancies in the information available to the panel
- declare and explain any information that is likely to appear on the DBS disclosure
- demonstrate their ability to safeguard and protect the welfare of children and young people.

8 EMPLOYMENT CHECKS

8.1 Pre-employment vetting checks are a vital part of safer recruitment practice. An offer of appointment will be conditional and subject to satisfactory checks required for the 12 role as set out in DfE, KCSiE 2022 and outlined in the Appendix 4. Where applicable to the role and or candidate, checks include:

- proof of identity
- enhanced DBS check
- children's barred list check
- proof of professional status
- proof of qualifications (original certificates)
- mental and physical fitness (completion of a confidential health questionnaire)
- proof of eligibility to live and work in the UK
- overseas criminal record checks
- teacher's sanctions and prohibitions checks
- section 128 check
- disqualification from childcare self-declaration (Appendix 5)
- satisfactory references.
- Online checks – social media

8.2 An enhanced DBS certificate which includes barred list information, will be required for all appointments. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, 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
- engage in intimate or personal care or overnight activity, even if this happens only once.

8.3 A 'safer recruitment checklist' (Appendix 6) will be used throughout the process to record the progress of checks. As part of the quality assurance process, the Headteacher will counter-sign the checklist upon completion and prior to employment commencing.

8.4 Although it is strongly recommended that employment only commences once all checks have been completed satisfactorily, KCSiE 2022 does allow for exceptional circumstances to account for potential delays by the Disclosure and barring service (not for school internal processes, as this would be a reflection of a poor safer recruitment culture). Where schools make the policy decision to commence employment prior to the DBS certificate being available, a separate barred list check and written risk assessment (Appendix 7) must be completed and appropriate levels of supervision must be in place.

Employment will only commence subject to all checks and procedures being satisfactorily completed.

In exceptional circumstances, where the enhanced DBS certificate has not yet been received, employment may commence subject to:

- completion of all other checks including a separate barred list check
- completion of a written risk assessment (Appendix 7)
- appropriate supervision arrangements in place
- signed agreement by the Headteacher.

8.5 In cases where ‘unprotected’ information about criminal history is disclosed on the DBS certificate and or as part of the self-disclosure, a risk assessment (Appendix 8) will be completed to inform the decision whether to withdraw a conditional offer or to appoint. As part of this process, consideration will be given to the following factors:

- Nature, seriousness and relevance
- How long ago it occurred
- If it was a one-off or part of a history
- Circumstances of it being committed
- Change of personal circumstances of the applicant
- Country of conviction
- Decriminalisation

9 RECORDS & INFORMATION SHARING

9.1 Interview notes will be retained for a period of 6 months after the interview and then destroyed, unless a complaint has been lodged about the recruitment process. In this case, notes will be retained as long as is necessary in order to fully investigate and resolve.

9.2 Notes of the interview with the successful candidate will be placed in the personnel file and stored for the duration of the employment and afterwards in accordance with our retention policy (Appendix 10, Guidance for Retention Periods from IRMS)

9.3 With the exception of the DBS Certificate, copies of documents used to verify the successful candidate’s identity, evidence of their right to work in the UK and required qualifications will be retained in their personnel file.

9.4 We will not retain copies of DBS certificates for more than 6 months.

9.5 Evidence of all checks will be recorded in our Single Central Record.

9.6 We maintain a Single Central Record in Electronic form in accordance with KCSiE 2022 with the following minimum information:-

- Identity check
- Barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on persons who have lived or worked outside the UK 14
- Professional qualification checks
- A check to establish the person's right to work in the UK
- A Section 128 check
- For agency or third-party staff, whether written confirmation has been received that the employment business supplying the member of supply staff has carried out relevant checks and obtained the appropriate certification and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff.

10 TRAINEE AND STUDENT TEACHERS

10.1 Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out and will record evidence of those checks on the school's single central record.

10.2. Where trainee teachers are fee-funded, we will obtain written confirmation from the initial teacher training provider that it has carried out all required checks, and that the trainee has been judged by the provider to be suitable to work with children. We will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made. Confirmation of checks from the provider will be retained and may be recorded on the school's single central record.

11 VOLUNTEERS

11.1 As set out in this policy, we will always apply safer recruitment principles and practice to volunteers working in our school. The level of checks undertaken for each volunteer will be informed by the level of supervision in place, the type and frequency of the activity undertaken and the outcome of a written risk assessment (Appendix 9).

11.2 Where checks have not been undertaken, we will never leave a volunteer unsupervised or allow them to work in regulated activity.

11.3 To ensure full compliance with the law, we will only obtain an enhanced DBS certificate with barred list check information for volunteers who are in regulated activity.

11.4 Where a volunteer is not considered to be in regulated activity, we will complete a written risk assessment to inform our decision about which level of checks are required, which we will keep securely in our files. Examples of the types of checks 15 that may be undertaken on volunteers who are not in regulated activity may include, proof of identity, enhanced DBS certificate, employment and training history and references. As part of our risk assessment process, we will consider:

- the nature of the work with children
- what we know about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- motivation to volunteer
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability

- whether the role is eligible for an enhanced DBS check.

11.5 Confirmation of checks will be retained and may be recorded on the school's single central record.

12 INDUCTION

12.1 As part of their induction training on day one, all staff, volunteers and visitors who are new to the school will receive information at the appropriate level on:

- the school's safeguarding policy and procedures
- guidance on safe working practices and code of conduct
- the school's behaviour policy
- who the designated safeguarding leads are and their role
- safeguarding responsibilities for children missing education
- DfE, KCSiE, 2022 Part 1 and Annex A.

12.2 All staff and regular volunteers will undergo a period of monitoring and where appropriate a probation period. This will include regular meetings with their induction tutor and line manager. Safeguarding and any other appropriate training will also be arranged and completed during the induction period.

12.3 Upon completion of the induction process, an induction checklist will be signed by both parties and a copy placed in the Personnel file.

12.4 Regular volunteers and visiting professionals working with children may also be asked to sign a safeguarding agreement prior to any contact with children.

13 GOVERNORS

13.1 Governors would not normally engage in regulated activity and therefore an enhanced DBS check without Barred list information will be the appropriate level of check. Where a governor is undertaking additional duties, for example, unsupervised and regular volunteer work with children, an enhanced DBS check with barred list information will be obtained. We will also check that governors are not prohibited from management (section 128 check). Confirmation of checks will be retained and may be recorded on the school's single central record.

The following section applies to academies (including free schools), independents and non-maintained special schools only

13.2 The secretary of state will countersign the DBS check for the chair of the board. Identity, right to work checks and any other checks deemed necessary will also be undertaken for all members.

14 AGENCY AND THIRD PARTY STAFF

14.1 We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks in line with DfE, KCSiE, 2022 have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.

14.2 For those undertaking regulated activity, we will also request written confirmation that the agency or organisation have safeguarding policies in place and annual safeguarding training appropriate to the role.

14.3 Manchester City Council apply safer recruitment practice and undertake vetting checks relevant to posts appointed to within Children's Services.

14.4 We will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made. Confirmation of checks from the agency will be retained and recorded on the school's single central record.

15 CONTRACTORS

15.1 We will ensure that any contractor, or any employee of the contractor, including those who are self-employed, who is to work at Cheetham Academy, has been subject to the appropriate level of DBS check as set out in the flowchart, in KCSiE 2022, Part 3. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in 17 regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

15.2 Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity.

15.3 Where confirmation of checks has been obtained, we will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made.

15.4 Confirmation of checks will be retained and may be recorded on the school's single central record.

16 VISITORS

16.1 All visitors will be asked to report to reception. Upon arrival, visitors will be asked who they are seeing and what the purpose of the visit is. Describe arrangements for visitor safeguarding induction e.g. Safeguarding leaflet for visitors Unchecked visitors will always be escorted and or supervised. Describe arrangements e.g. We will use a colour coded lanyard system so that visitors are clearly identifiable by children and staff.

16.2 We have adopted Manchester City Council procedures to ensure that there is no risk to children from visitors and we exercise diligence and prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils and staff. Describe arrangements e.g. Sourced from reputable organisations, preagreed content

17 ALTERNATIVE PROVISION

17.1 Where we have children accessing education with an alternative provision provider, we will always satisfy ourselves of the safeguarding arrangements in place. As part of our ongoing safeguarding responsibilities for all our children, we will obtain written confirmation from the alternative provider that safer recruitment checks have been carried out on individuals working at the establishment in accordance with their legal duties under KCSiE, 2022.

Only insert the following sections if they apply to your context and amend the paragraph numbering as appropriate

18 ADULTS WHO SUPERVISE CHILDREN ON WORK EXPERIENCE

18.1 We will ensure that the placement provider has policies and procedures in place to protect children from harm. We will consider the specific circumstances of the work experience, and in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include the level of supervision of the person providing the work experience and the placement frequency. We will request written confirmation from the employer that a barred list check has been undertaken where it is considered the person supervising the placement is in regulated activity.

19 SAFER RECRUITMENT TRAINING

19.1 SLT, Admin Staff and relevant Governors will update certified *Safer Recruitment Training* every 3-5 years or as required (e.g. change of legislation).

APPENDICES

APPENDIX 1

Part 3 KCSiE 2022

https://www.keepingchildrensafeineducation.co.uk/part_three_safe_recruit.html

APPENDIX 2

Factual Note on Regulated Activity in Relation to Children

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

APPENDIX 3

KCSiE PP 56 - 62

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf

APPENDIX 4

Quick glance pre-employment checks (attached)

APPENDIX 5

Disqualification from childcare self-declaration letter

https://www.manchester.gov.uk/schoolhub/downloads/file/2839/appendix_5_disqualification_under_childcare_regulations_example_letter_to_staff

APPENDIX 6

Safer recruitment checklist 19

https://www.manchester.gov.uk/schoolhub/downloads/file/2840/appendix_6_recruitment_and_selection_checklist_may_19

APPENDIX 7

Risk assessment for commencing employment whilst awaiting Enhanced DBS Certificate

https://www.manchester.gov.uk/schoolhub/downloads/file/2841/appendix_7_mcc_risk_assessment_for_commencing_employment_whilest_awaiting_enhanced_dbs_certificate

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