



# ***Safer Recruitment Policy***

**Effective November 2023**

To be reviewed November 2024



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# 1. Rationale / Aim / Scope

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/volunteers to vacancies
- deterring prospective candidates/volunteers with inappropriate motivations who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

Summerlea 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.

As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer 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.

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 pupil and we may refer any concerns we have before the completion of this process.

The Headteacher will check for updated relevant information about staff.

## 2. Roles and Responsibilities

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

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. Recruitment and Selection Process



To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

### **Advertising**

When advertising roles, we will make clear:

- › Our school's commitment to safeguarding and promoting the welfare of children
- › That safeguarding checks will be undertaken
- › The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- › Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

### **Application forms**

Our application forms will:

- › Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- › Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

### **Shortlisting**

Our shortlisting process will involve at least 2 people and will:

- › Consider any inconsistencies and look for gaps in employment and reasons given for them
- › Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- › Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
  - If they have a criminal history
  - Whether they are included on the barred list
  - Whether they are prohibited from teaching
  - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
  - Any relevant overseas information
- › Sign a declaration confirming the information they have provided is true

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

### **Seeking references and checking employment history**

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:



- › Not accept open references
- › Liaise directly with referees and verify any information contained within references with the referees
- › Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- › Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- › Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- › Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- › Resolve any concerns before any appointment is confirmed

### **Interview and selection**

When interviewing candidates, we will:

- › Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- › Explore any potential areas of concern to determine the candidate's suitability to work with children
- › Record all information considered and decisions made

### **Pre-appointment vetting checks**

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

### **New staff**

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- › Verify their identity
- › Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- › Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- › Verify their mental and physical fitness to carry out their work responsibilities
- › Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- › Verify their professional qualifications, as appropriate
- › Ensure they are not subject to a prohibition order if they are employed to be a teacher
- › Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
  - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
  - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach



We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

**Regulated activity** means a person who will be:

- › Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- › Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- › Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

### **Existing staff**

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- › There are concerns about an existing member of staff's suitability to work with children; or
- › An individual moves from a post that is not regulated activity to one that is; or
- › There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- › We believe the individual has engaged in [relevant conduct](#); or
- › We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- › We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- › The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- › An enhanced DBS check with barred list information for contractors engaging in regulated activity
- › An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

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

We will check the identity of all contractors and their staff on arrival at the school.



For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out. Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

### **Volunteers**

We will:

- › Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- › Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- › Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- › Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

### **Governors**

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

### **Staff working in alternative provision settings**

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

### **Adults who supervise pupils on work experience**

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm. We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity

programme will ensure that all new staff are aware of the following policies and procedures and how to access them:

- Safeguarding and welfare e.g. child protection, anti-bullying, anti-discrimination, physical intervention/restraint, intimate care, internet safety
- Discipline and grievance, capability and whistle-blowing.



In addition, all staff will be made aware of the channels for raising any concerns.

## APPENDIX A

### Confidential Pre-Interview Reference Form for Teachers

#### Section 1 - Information

Please complete this form and return it to sbm@summerleaschool.co.uk by no later than.....

When completing this form please refer to the enclosed Job Description and Person Specification to ensure the information that you provide is relevant.

Should you have any queries relating to this form, please contact:

Headteachers name:	Joe Todd
Email address:	head@summerleaschool.co.uk
Phone number:	01903 856783
Name of school:	Summerlea School

This reference request is on behalf of:

Name of Applicant:	
Appointment to the post of:	

Before you complete this form, we wish to remind you of your responsibility to ensure that the reference you provide is accurate and does not contain any incorrect information or omissions.

The relevant factual content of the reference may be discussed with the applicant.

#### Data Protection

WSCC/ School takes data protection very seriously and will process all references in accordance with the General Data Protection Regulations, the Data Protection Act 1998 and all subsequent UK data protection legislation and in accordance with the West Sussex County Council's/ School's employee privacy notice. The privacy notice is available on the West Sussex County Council data protection [web pages](#)/the school's webpages.

If this is being completed as an educational reference rather than an employment reference, please complete the remainder of the form to the best of your ability.

#### Section 2 – Reference Form

Previous or current employment or educational information:

Organisation name:		
Job title:		
Date of employment:	From:	To:

Reason for applicant leaving position:

Would you re-employ this person in the same or similar capacity in the future?

Yes ☐ No ☐



If 'no' has been selected (above) please state why:

Please give details, including dates, of any **disciplinary procedures** the applicant has been subject to in which the disciplinary sanction is current. This should include issues related to the safety and welfare of children/young people, including any in which the disciplinary sanction has expired and the outcome.

Please give details, including dates, of any **allegations or concerns** that have been raised about the applicant that relate to the safety and welfare of children or behaviour towards children, and the outcome of those concerns e.g whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved.

How would you rate this person for the following:

<b>Quality of Teaching</b>	Excellent	Good	Satisfactory	Further Development Required	Not Applicable
Effective in the classroom					
Sets high yet realistic expectations of students					
Knowledge of subject					
Lesson planning and record keeping					
Track record of examination success or has demonstrated that students in his/her teaching groups have made significant progress					
Promotes high level of student engagement					
Classroom management					
Ability to inspire students					

<b>Professionalism</b>	Excellent	Good	Satisfactory	Further Development Required	Not Applicable
Genuine interest in children					
Curriculum understanding					



Enthusiasm					
Interest in educational issues					
Participation in whole school issues					
Reaction to a decision he/she did not like					
Committed to own professional development					
Works as a team player					
Relationships with Senior Leadership					
Relationships with peers					
Relationships with students					
Relationships with parents					
Willingness to develop outside his/her role					
Contribution to extra-curricular activities					
Punctuality					

<b>Quality of Leadership (where applicable)</b>	Excellent	Good	Satisfactory	Further Development Required	Not Applicable
Curriculum development					
Standards improvement					
Team building ability					
Open and effective communicator					
Accepts and supports team decisions, even when not fully in agreement					
Soundness of judgment					

What are the applicant's greatest strengths?

In what areas would you like to see the applicant improve?

Having read the job description and person specification are you satisfied that the person has the ability and is suitable to undertake the job?	Yes / No
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If 'no' was selected above please state why:



Any further comments e.g. relevance of experience to application made, educational thinking.

Reference completed by: (BLOCK CAPITALS)

Name:	
Designation*:	
Address:	
Telephone number:	
Signature:	
Date:	

\* If this form has not been completed by the Headteacher it should be countersigned by the Headteacher:

Headteacher name:	
Headteacher signature	
Date:	

**Thank you for completing this form.**



## APPENDIX B

### Confidential Pre-Interview Reference Form for School Support Staff

#### Section 1 –Information

Please complete this form and return it by asap using one of the below methods:

Email:	sbm@summerleaschool.co.uk
Fax:	01903 856783
Post:	Summerlea School, Windsor Drive, Rustington BN16 3SW

When completing this form please refer to the enclosed Job Description and Person Specification to ensure the information provided is relevant.

Should you have any queries relating to this form, please contact:

Headteacher name:	Joe Todd
Email address:	Head@summerleaschool.co.uk
Phone number:	01903 856783
Name of school:	Summerlea School
School address:	Windsor Drive Rustington BN16 3SW

This reference request is on behalf of:

Name of Applicant:	
Appointment to the post of:	

Before you complete this form, we wish to remind you of your responsibility to ensure that the reference you provide is accurate and does not contain any incorrect information or omissions.

The relevant factual content of the reference may be discussed with the applicant.

#### Data Protection

WSCC/ School takes data protection very seriously and will process all references in accordance with the General Data Protection Regulations, the Data Protection Act 1998 and all subsequent UK data protection legislation and in accordance with the West Sussex County Council's/ School's employee privacy notice. The privacy notice is available on the West Sussex County Council data protection [web pages](#)/the school's webpages.

If this is being completed as an educational reference rather than an employment reference, please complete the remainder of the form to the best of your ability.



## Section 2 – Reference Form

Previous or current employment or educational information:

Organisation name:		
Job title:		
Date of employment:	From:	To:
Key responsibilities:		

Reason for applicant leaving position:

Would you re-employ this person in the same or similar capacity in the future?

Yes ☐ No ☐

If 'no' has been selected (above) please state why:

Please give details, including dates, of any <b>disciplinary procedures</b> the applicant has been subject to in which the disciplinary sanction is current, this should include any issues related to the safety and welfare of children/young people, including any in which the disciplinary sanction has expired and the outcome.

Please give details, including dates, of any **allegations or concerns** that have been raised about the applicant that relate to the safety and welfare of children or behaviour towards children, and the outcome of those concerns e.g. whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved.

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How would you rate this person for the following: (please tick appropriate box)

Task	Poor	Fairly Good	Good	Very Good	Excellent
Attendance & Punctuality					
Motivation					
Confidence in current role					
Ability to lead & inspire colleagues					
Soundness of judgement					
Initiative & resourcefulness					
Dependability & co-operation					
Team working					
Relationships with Colleagues and others					

How has the applicant demonstrated a commitment to personal and professional development during the past 2 years?

--

Applicant suitability for the role being applied for	Yes	No
Having read the job description and person specification are you		

Is there any additional information you would like to give us that may be relevant to this person's application?

Name:	
Designation*:	
Address:	
Telephone number:	
Signature:	
Date:	

Headteacher name:	
Headteacher signature	
Date:	

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## APPENDIX C

# Shortlisted Candidate Information Form

## Confidential

Please complete this form and **bring it with you** to your interview or if requested send it in advance. This is in accordance with current guidance on safer recruiting practices in schools. If you are appointed, this information will be stored on the computer files of WSCC and the schools HR system.

### Application Details

<b>Position applied for</b>	
<b>Name of school</b>	
<b>Full name</b>	
<b>Date of birth</b>	

### Immigration, Asylum and Nationality Act 2006

We need to know that you have the right to work in the UK. Please complete the section below:

<b>National Insurance Number</b>	L	L	N	N	N	N	N	N	L
<b>Do you have evidence of your right to work in the UK? (See note below)</b>	<b>Yes / No</b>								
If you are an external candidate, you will <b>need to bring to interview</b> evidence of your right to work in the UK. The documents required to illustrate this are listed on <a href="http://gov.uk/government/publications/right-to-work-checklist">gov.uk/government/publications/right-to-work-checklist</a> .									

### Medical History

If you are an external candidate who is successful you will be asked to complete a pre-employment medical questionnaire. This is to ensure that you are fit to undertake the duties of the position. You may also be asked for further details of your medical history by the Occupational Health Physician or be required to undergo a medical examination. This also applies, if you are an internal candidate that is moving to a role that has different physical demands.

### Qualification and Prohibited Teacher Status Checks

You will need to **bring to interview** proof of your qualifications and registration, where these are essential requirements for the job (these are listed in the Person Specification). If you are successful in obtaining a teaching role you will be subject to a Qualified Teacher Status check and a check to ensure you are not prohibited from teaching.

<b>Teacher Reference Number (TRN)</b>	
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## **Disclosure and Barring Service (DBS) Check**

The position you are applying for is subject to a DBS check, so please complete the following section:

Because of the nature of the work, this position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and Associated Order. You are therefore obliged to disclose details of any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#).

You will have the opportunity to discuss these details during your interview. Criminal records will only be taken into account for recruitment purposes and where the conviction is relevant to the position. As such, having convictions will not necessarily bar you from employment.

All information will be kept confidential and will only be used in relation to the application for this post.

If you are successful in your application, you will be subject to a DBS check before the appointment is confirmed. You are therefore required to **bring original documents specified** on [www.gov.uk/guidance/documents-the-applicant-must-provide](http://www.gov.uk/guidance/documents-the-applicant-must-provide) to your interview. Further information on disclosures can be obtained from the Disclosure and Barring Service at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

DBS certificates include details of cautions, reprimands or final warnings as well as convictions, spent or unspent, that are not "protected" as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#).

<b>Have you ever had any convictions, cautions, reprimands or final warnings given by the police that are not protected?</b>	<b>Yes / No</b>
<b>Are you subject to any current ongoing investigations or referrals undertaken by the Police, DBS or TRA?</b>	<b>Yes / No</b>
If 'Yes' is selected for one or both of the above, please give details on a separate sheet and attach in a sealed envelope marked 'Confidential'.	
<b>Are you registered with the Update Service?</b>	<b>Yes / No</b>
<b>If 'Yes', do you give the school permission to complete a status check on your DBS certificate?</b>	<b>Yes / No</b>
<b>Original DBS certificate number:</b>	
<b>Original DBS type and level:</b> (E.G. Enhanced with Children's barred list)	
<b>Signature</b>	

## **Declaration**

I declare that the information given here, and that contained in my application form, is true and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that a criminal records check will be carried out.

This authority is under a duty to protect the public funds it administers, and to achieve this may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.westsussex.gov.uk/nfi](http://www.westsussex.gov.uk/nfi)

As part of the recruitment process, checks may be made with your home Local Authority Adults'/Children's Services Department. By signing this declaration, you are agreeing to all check illustrated being made.

<b>Signature</b>	
<b>Date</b>	



This policy was approved by the Governing Body of Summerlea Community Primary

School in: .....November 2023.....

Signature of Chair of Governors: .....  


Signature of Headteacher: .....  




## Policy Review Form

*Please complete this section when reviewing and updating this document.*

<b>Author</b>	<b>Name</b> Karla Strong & Clare Smith	<b>Date</b> November 2023
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<b>Reviews</b>	<b>Name</b>	<b>Review Period: Annually</b>
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<b>Information Source</b>	<b>Name</b> The Key WSCC -SCR Online Training	<b>Date</b> 30/10/23 3-/10/23
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<b>Change Control</b>	<b>Sections Amended</b>	<b>Author &amp; Date</b>
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