



## **Safer Recruitment Policy Part of the Personnel Policies**

### **Rationale:**

Safeguarding and promoting the welfare of children (in accordance with Keeping Children Safe in Education September 2023) is an integral factor of school management. Robust and rigorous recruitment and selection practices helps deter or reject unsuitable applicants from gaining positions within schools and helps to ensure that the workforce is fully committed to the safe welfare of children who contribute to a safe and secure school environment. The Governing body of the Corsham School Academy Group will act reasonably when making decisions about the suitability of the prospective employee based on checks and evidence including: Disclosure and Barring Service (DBS) checks, barred list checks and prohibition checks together with references and interview information.

### **Principles**

#### **Inviting Applications**

- Advertisements for posts, whether in newspapers, journals or on-line will include the following:
- **Statement: The Corsham School Academy Group is committed to safeguarding children and young people. All appointments are subject to the school receiving two satisfactory references, one of which will include the current/last employer. This appointment is also subject to the provision of relevant documents to the school proving a legal right to work in the UK, clearance from the Disclosure and Barring Service of an enhanced check for regulated activity, and confirmation of professional qualifications. On acceptance of a job offer, a pre-employment health check will be completed. The appointment is conditional on all of the above checks being satisfactory. It is an offence to apply for a role within regulated activity if the applicant is barred from engaging in regulated activity with children.**
- Information as to whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1972, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>
- Prospective applicants will be supplied, as a minimum, with the following
  - A job description
  - A confidential application form
  - The school's Child Protection Policy
  - The school's Safer Recruitment Policy (this document)
  - Recruitment of Ex-Offenders Policy

All prospective applicants must complete, in full, the confidential application form, in which an Applicant is required to provide the following information:

- Personal details, current and former names, current address and NI number
- Details of their present (or last) employment and reason for leaving
- Full employment history (since leaving school, including education, employment and voluntary work, including reasons for any gaps in employment)
- Qualifications, the awarding body and date of award
- Details of referees/references and
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification

Curriculum Vitae will only be accepted alongside an Application Form

### **Short Listing Panel**

Short-listing of candidates will be made against the person specification for the post and will be conducted by at least two people from the final interview panel.

The Shortlisting panel will also

- consider any inconsistencies and look for gaps in employment and reasons given for them
- explore all potential concerns

Short listed candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found here

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

In addition, as part of the shortlisting process the school will consider carrying out an online search 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.

The School 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 – Pre-Employment Checks**

When appointing new staff, we will:

- Verify identity to be sure that the person is who they claim to be, this will include having an awareness of the potential for individuals changing their name. A birth certificate will be requested for this purpose.
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). The DBS Certificate will be obtained from the applicant before, or as soon as practicable after appointment, including when using the DBS update service. We will not keep a copy of this for longer than 6 months
- 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 via the Teaching Regulation Agency's (TRA) Employer Access Service
- 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, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent.
  - The school will also endeavor to obtain a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why the applicant may be unsuitable to work in a school (regulated activity). Applicant can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.
  - Where this information is not available the school will seek alternative methods of checking suitability and undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.
  - Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, the school will consider the circumstances that led to the restriction or sanction being imposed when considering an applicant's suitability for employment. The school will refer to the DFE Guidance 'Recruit Teachers from Overseas'
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state

For Corsham Regis Primary Academy with pupils aged under 8 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. 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.

## References

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children. The Corsham School Academy Group will:

- not accept open references e.g. to whom it may concern
- not rely on applicants to obtain their reference
- ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority
- obtain verification of the individuals most recent relevant period of employment where the applicant is not currently employed
- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children ensure that a reference is obtained from the current employer
- always verify any information with the person who provided the reference
- ensure electronic references originate from a legitimate source
- contact referees to clarify content where information is vague or insufficient information is provided
- compare the information on the application form with that in the reference and follow up any discrepancies with the candidate

- establish the reason for the candidate leaving their current or most recent post
- ensure any concerns are resolved satisfactorily before appointment is confirmed

**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

working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives 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

### **Appointment Panel**

- At least one member of the Appointment Panel will have current Safeguarding Training status.

### **The appointment**

The Chair of the Appointment Panel will make a verbal offer of the post to the successful candidate. If they accept they are then sent a formal offer which states that their appointment is subject to, satisfactory references and satisfactory medical and safeguarding checks.

- The unsuccessful candidates are informed and offered feedback on their performance. This will usually be carried out by the line manager who was part of the interview panel.
- The successful candidate is sent a conditional formal offer of the post to which they must respond in writing. All offers of employment are conditional until all mandatory pre-employment checks have been completed.

### **Induction**

All staff who are new to The Corsham School Academy Group will receive induction training that will include the school's safeguarding policies/procedures and guidance on safe working practices.

Regular monthly meetings will be held during the first three months of employment between the new employee(s) and the appropriate manager(s).

### **Existing staff**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

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](https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#relevant-conduct-in-relation-to-children), see <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#relevant-conduct-in-relation-to-children> or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or

- 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.
- In the event of a DBS check from an Agency where it discloses any 'matter of information' or 'any information was provided to the employment business' a copy of the Enhanced Disclosure will be requested.
- The Agency must obtain the enhanced DBS Certificate with barred list information for agency staff prior to the school appointing the individual.

### **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.

### **Corsham Regis Primary Academy with pupils aged under 8**

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. 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.

### **Corsham Regis Primary Academy with pupils aged under 8**

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act.

## **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

## **Corsham Regis Primary Academy with pupils aged under 8**

Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act. 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.

The chair of the board will have their DBS check countersigned by the secretary of state.

<https://www.gov.uk/guidance/enhanced-dbs-disclosure-checks-for-chairs-of-academy-trusts>

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)). Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

## **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.

This Policy has been workload impact assessed, and is operational from: September 2019  
Date of next review: September 2024