

Recruitment & Vetting Policy



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Agreed by Governing Body:

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Values Statement

At Deal Parochial Primary School the curriculum is firmly rooted in its Christian foundation: enabling every child to grow spiritually and emotionally; fostering imagination and a deep sense of personal identity and self-worth; providing guidance through the loving example of Jesus Christ.

Mission Statement

Our hope is that each child at Deal Parochial Primary School will develop an appetite for learning that will endure throughout their lives. To achieve this, the curriculum will need to motivate and excite children so that they engage fully in learning, cultivate positive attitudes and relationships, make good progress and fulfil their true potential; living up to our motto - "The best that I can be".

1.0 Introduction

Deal Parochial C.E.P School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It follows Department for Education statutory guidance published in *Keeping Children Safe in Education 2016*

This policy sets out the recruitment process and checks that are, or may be, required for an individual working in or visiting the school, in any capacity. It also explains other aspects of the School's recruitment procedures.

Recruitment Process

2.0 Key points to Recruitment Process

It is the policy of Deal Parochial C.E.P School to recruit the most suitable candidate in accordance with the Equality Act (2010), regardless of sex, age, ethnic origin, sexual orientation, belief, religion, disability or any other protected characteristic and regardless of membership of a professional or trade union.

All posts open to external candidates are appropriately advertised. Applications for externally advertised posts are also encouraged from internal candidates. Equal consideration is given to internal candidates when short-lists are drawn up.

All adverts must have a Safeguarding paragraph, detailing the School's commitment to safer recruitment. Example:

Deal Parochial C.E.P School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. DBS disclosures at enhanced levels and Children's Barred List check will be required prior to any offer of employment.

A copy of the successful applicant's job advert and supporting documents must go into their personnel file.

A member of the Senior Leadership Team who is Safer Recruitment trained must be involved in key parts of the recruitment process including reviewing the application form, reviewing references and interviewing.

Deal Parochial C.E.P School will comply with the requirements of the Counter Terrorism and Security Act to have due regard for the need to prevent people being drawn into terrorism and will act in accordance with its Prevent duty.

3.0 Pre-Interview: Employment History and References

Candidates who have been shortlisted will be contacted and invited for interview. The email of invitation will detail the format for the interview and any documentation the candidate will be required to bring with them on the day.

All applicants for a post, or those working at the school who are not currently in regulated activity, are required to complete an application form, giving their previous employment history. This information is checked to ensure that it is not contradictory or incomplete.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. The school only accepts references sought directly. Open references, for example in the form of "to whom it may concern" testimonials, are not acceptable. If a candidate for a teaching post is not currently employed, the school will seek to confirm details of their employment and reasons for leaving with the school, college or local authority at which they were most recently employed.

On receipt of two references, references are checked to ensure that all specific questions have been answered satisfactorily. The referees are contacted to provide further clarification as appropriate: for example, if the answers are vague or incomplete. References are also compared for consistency with the information provided by the candidate on their application form. Any discrepancies are taken up with the candidate. This includes any information about past disciplinary action or allegations, which will be considered carefully when assessing the applicant's suitability for the post.

An employee who is Safer Recruitment Trained must be responsible for checking the application form for Safeguarding and Prevent risks, scrutinising for gaps in employment and reviewing references.

4.0 Interview

The selection process and interview questions are structured around the job description and safeguarding.

An Employee who is Safer recruitment trained will be involved in the interview and safeguarding answers and questions will be assessed by all interviewees.

Teaching posts: For all teaching staff it would be usual for the Headteacher plus one other member of leadership staff or a Governor to be involved in the interview process. In most cases candidates will be required to teach a sample lesson and will be informed in advance of what will be required and at what stage during the interview process this will take place.

In general, we will look for:

- Relevant qualifications at degree level from a reputable university or college
- The ability to teach at all levels appropriate to the post
- A willingness to contribute to the wider life of the school and, where appropriate, relevant experience and qualifications is essential.
- A willingness to engage with continuous professional development
- Commitment to uphold safeguarding procedures

Support Staff: The interview process will comprise the two members of the senior leadership team. Dependent on the post, there may be a separate assessment of ability/skills required for the role.

In general, we will look for:

- Relevant qualifications
- The ability to fulfil the job description
- A willingness to engage with continuous professional development
- Commitment to upholding safeguarding procedures

The purpose of the interview is to assess the candidate's suitability for the vacancy and give both the panel and the candidate an opportunity to gain further information before making a successful appointment.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children. A written record of the outcome will be kept and placed in the successful applicants personnel file.

All reasonable expenses for UK travel will be refunded for teaching interviewees up to a maximum amount of £100. Deal Parochial C.E.P School will not pay for travel to and from an interview from outside the UK.

5.0 Post Interview

The successful candidate will usually be informed by telephone. After verbal acceptance of the post, a formal letter of appointment is sent to the chosen candidate. The applicant will be required to send back the form of acceptance. The offer of appointment will be conditional upon the pre appointment checks detailed previously, as well as receipt of at least two satisfactory references. All support staff appointments are subject to a probationary period and this must be specified in the offer letter.

Employment will not commence until the school is satisfied that all checks have been completed.

APPOINTMENT PROCESS

6.0 Pre Appointment Checks

Checks for individuals working at or visiting the school

The Senior Management of Deal Parochial C.E.P School and Governors seek to act reasonably in making decisions about the suitability of a prospective Employee, based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks, together with references and interview information.

All new Employee appointments will require a DBS check. The level of DBS check required, and whether a prohibition check is required, depends on the role and duties for which a prospective Employee is applying.

In addition to the DBS checks described, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. Such checks are detailed below

7.0 Secretary of state prohibition orders

Prohibition orders prevent a person from carrying out Teaching work in schools, Sixth Form colleges, 16 to 19 Academies, relevant youth accommodation and children's homes in England. Deal Parochial C.E.P School will not employ an individual to teach if such a prohibition order is in place.

8.0 DISCOLSURE & BARRING SERVICE (DBS)

The DBS is responsible for administering three types of checks;

- **Standard:** a check of the Police National Computer (PNC) records of convictions, cautions, reprimands and warnings;
- **Enhanced:** a check of the PNC records as above, plus other information held by the police that is considered relevant by the police; and
- **Enhanced with barred list information:** for people working in regulated activity with children. This adds checks of the DBS Children's Barred List to the enhanced check.

All new Employee appointments will require an enhanced DBS check with barred list information.

When the DBS has completed its check of an applicant's PNC record and, if appropriate, whether or not they are on the barred list, the relevant information will be recorded on a certificate (the DBS certificate) that is sent to the applicant. The applicant must bring the DBS certificate to Deal Parochial C.E.P School before they take up a post.

If the applicant has subscribed to it and gives written permission, the school may undertake an online update check through the DBS Update Service. In these instances, the school will confirm that the certificate matches the individual's identity and ensure that the original certificate is relevant for the appropriate workforce and level of check, as part of the procedure.

DBS certificates must be cleared before the person starts work within the School. Only at the decision of the Headteacher can an individual start work in regulated activity before the DBS certificate is available. The Headteacher will need to ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

8.1 Volunteers

It is the School's policy that all volunteers who work within the school and therefore have access to children and who volunteer on more than one occasion must have a DBS check. The flow chart in Appendix 1 and the information below will determine if a Barred List check is required too.

The Governing Body of Deal Parochial C.E.P School have decided to conduct enhanced DBS & barred list for all volunteers.

For new volunteers in regulated activity who will regularly teach or look after children on an unsupervised basis or provide personal care on a one-off basis, the school obtains an enhanced DBS certificate with barred list check.

Volunteers at Deal Parochial C.E.P School do not undertake personal care.

If the volunteer is between 16 and 18 years old a reference will be requested from their schools safeguarding lead confirming there is no known reason why they should not work with young children.

8.2 School governors

Governors who are volunteers are treated on the same basis as other volunteers, that is, an enhanced DBS check with barred list check is only requested if the governor will be engaged in regulated activity. However, an enhanced DBS check without a barred list check is carried out on individuals as part of the appointment process for governors.

8.3 Contractors

The appropriate level of DBS check, if required, is carried out on any contractors, or any Employee of the contractor, working at Deal Parochial C.E.P School. Contractors and contractors "Employees" for whom a DBS check has not been undertaken are supervised if they will have contact with children, and they will not be allowed to engage in regulated activity under any circumstances.

If a contractor working at Deal Parochial C.E.P School is self-employed, the School will obtain the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. The DBS check will be paid for by the contractor.

All visitors are required to sign in at the school reception and then wear a visitors' badge. They are supervised during their time at the school.

8.4 Convictions/Disclosures highlighted on a DBS check or application form

All roles within the School have "access to children" therefore these roles are exempt under the provisions of the Rehabilitation of Offenders Act 1974. Therefore applicants MUST disclose details of any caution or criminal offence. If an applicant has a spent or unspent criminal conviction we will look at it in relation to the job applied for before making a decision. We will treat it in the strictest confidence.

If the post involves access to money or budget responsibility, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the school normal policy to consider it a high risk to employ anyone who has been convicted of driving offences.

If a disclosure is evident on the DBS certificate the Headteacher, in conjunction with the safeguarding Governor if appropriate, will consider the significance of the information before deciding whether or not it is appropriate to proceed with the appointment. The Risk Assessment Form for Disclosures, in Appendix 2 must be completed. Where necessary, further information may be requested from the candidate. Any decision would be made in accordance with the DBS Code of Practice.

The following factors will be considered before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and

- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

8.5 DBS CHECKS FOR EXISTING STAFF

It is the school's normal policy not to repeat DBS checks during the time an Employee remains working for the school.

Occasions where repeat DBS checks may be appropriate are:

- If the School has concerns about an individual's suitability to work with children, it will carry out all relevant checks as if the person were a new member of staff.
- If a person working at Deal Parochial C.E.P School moves from a post that is not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity are carried out.
- The School reserve the right to repeat DBS checks at any point.

The School will refer to the DBS anyone who harmed, or posed a risk of harm, to a child, or if there were reason to believe the member of staff had committed one of a number of listed offences*, and who had been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will then consider whether to bar the person. Referrals to DBS are made as soon as possible after the resignation or removal of the individual.

Where the school ceases to use the services of a Teacher because of serious misconduct, or would have dismissed them had they not left first, it would consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. In such circumstances, the Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

Employees must inform the Headteacher if they are subject to any caution or criminal proceeding during their employment or if any factor changes that may effect their DBS.

*The list of offences is set out in the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009 (SI 2009 No. 37) (amended).

9.0 DISQUALIFICATION BY ASSOCIATION

All roles within the school where staff are working with or involved in the management of the provision for children under the age of 8 years will be need a check to ensure they are not disqualified from working with children by association. This is conducted via a self-declaration form which is checked for compliance before the candidate commences employment. If a candidate falls within the "by association" rule, they may apply to Ofsted for a waiver of disqualification but candidates will not be employed unless and until such a waiver is confirmed.

Employees must inform the Headteacher if during their employment their circumstances change that may affect their disqualification by association status.

10.0 PRE APPOINTMENT CHECKLIST

An offer of appointment to a successful candidate must be conditional upon satisfactory completion of pre-employment checks.

When appointing new employees, Deal Parochial C.E.P School must ensure they complete the following checks: (Please see Appendix 3 for Pre-Appointment Checklist)

- **Verify a candidate's identity:** With photographic ID, such as a passport or photo driving licence
- **Verify a candidate's current address:** With at least two of the following: a recent bank or credit card statement or a utility bill (not for a mobile phone) from the last three months, a mortgage statement or council tax bill from the last 12 months. If downloaded from the internet, statements and bills should be PDFs, not screenshots;
- **DBS check with a barred list information:** Gain certificate for every new Employee.
- To obtain a separate **barred list check** if an individual will start work in regulated activity before the DBS certificate is available;
- **Enhanced DBS certificate** must be obtained for volunteers involved in a regulated activity.
- **Prohibition Order Check.** For all teachers, issued by the Secretary of State, using the Employer Access Online service
- **Health Questionnaire.** Verify the candidate's mental and physical fitness to carry out their work responsibilities. To this end, an applicant for a teaching job will be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- **Right to work in the UK.** Verify the person's right to work in the UK. If the person has lived or worked outside the UK, the Trust will make any further checks that are felt to be appropriate;
- **Professional Qualifications verification.** Verify through DfE site
- **Disqualification by Association.** Verify that all staff working with or involved in the management of the provision for children under the age of 8 years are not disqualified from working with children by association. This is conducted via a self-declaration form which is checked for compliance before the candidate commences employment. If a candidate falls within the "by association" rule, they may apply to Ofsted for a waiver of disqualification but candidates will not be employed unless and until such a waiver is confirmed.

10.1 Trainee/student teachers

Where applicants for initial teacher training are salaried by the school, we ensure that all necessary checks are carried out, including an enhanced DBS certificate and barred list check in the case of trainee teachers who undertake regulated activity. Where trainee teachers are fee-funded, the initial teacher training provider carries out the necessary checks and confirms these with the school in writing.

10.2 Individuals who lived or worked outside the UK

Individuals who have lived or worked outside the UK undergo the same checks as all other staff at Deal Parochial C.E.P School. Similarly checks will be sought from other countries in accordance with DBS, DfE and Home Office Guidelines to ensure suitability to work at the school.

10.3 Agency and third-party staff

Deal Parochial C.E.P School must obtain written notification from any agency, or third-party organisation used, confirming that the organisation has carried out the checks on an individual who will be undertaking work at the school that the school would otherwise perform. This includes, as necessary, an enhanced DBS check and a barred list check, prior to appointing that individual. The school also checks that the person presenting themselves for work is the same person on whom the checks have been made, by means of current photographic identification.

11.0 SINGLE CENTRAL RECORD

Deal Parochial C.E.P School must keep a single central record as the register of people in regulated activity. It covers the following people:

- all staff (including supply staff) who work at the school;
- in the case of supply staff, agencies confirm in writing that they have been recruited by the agency in accordance with the school's policy and the school notes the date it receives such a notification;
- all others who work in regular contact with children in the school, including volunteers; and
- all members of the Governing body who volunteer regularly in school.

11.1 Information to appear on the Single Central Record

The following information must appear on the Single Central Record:

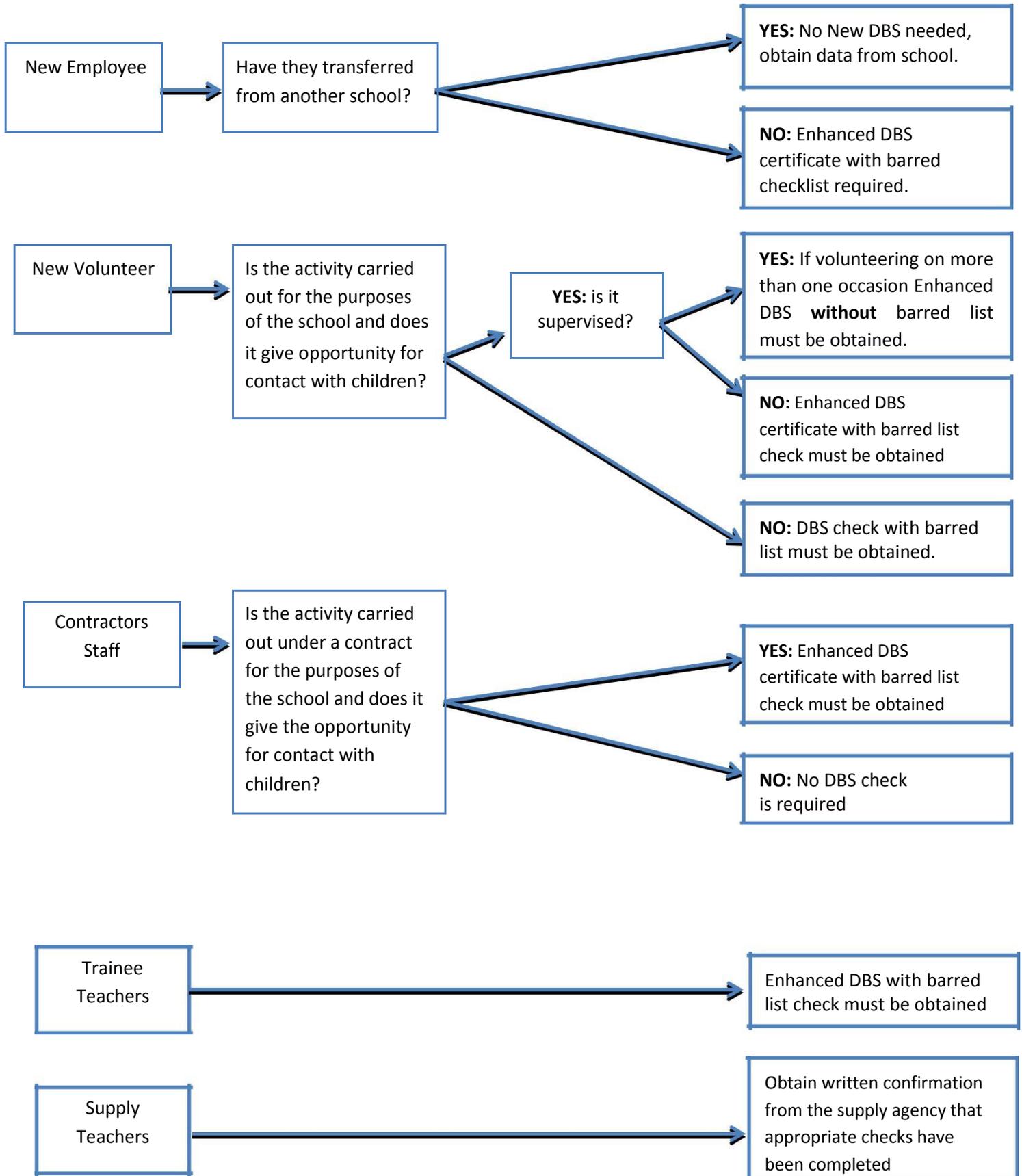
- Full Name
- Address
- Date of Birth
- Job Title

The following information that must be recorded on the Single Central Record is indicating if the following checks have been carried out or certificates/information obtained, who carried out each check, and the date on which the check was completed:

- an identity check;
- a barred list/List 99 check;
- an enhanced DBS check and with the certificate number and date of issue
- address check
- a prohibition from teaching check (NCTL Prohibition Order);
- further checks on people living or working outside the UK, if appropriate;
- a check of professional qualifications
- a check to establish the person's right to work in the UK;
- disqualification by association check (For Primary Schools)

In order to comply with the requirements of the Data Protection Act, where the school chooses to retain a copy of the DBS certificate it must not be retained for longer than six months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications are kept for the personnel file.

DBS and Barred list and checks required Flowchart



RISK ASSESSMENT FORM (DISCOLSURES)

All disclosures, regardless of the seriousness of the offence(s) / conviction(s) / charge (s) revealed, will be subject to a risk assessment.

Completion of **all** sections of this form is **mandatory**

SECTION 1 – to be completed by the DBS Process Team

| | |
|--------------------|--|
| Date: | |
| Post Ref: | |
| Name of Applicant: | |
| Post applied for: | |

SECTION 2 – to be completed by the Appointing Manager

| | | |
|---|-----|----|
| Name: | | |
| Is the type/nature of offence(s) directly relevant to the post? | Yes | No |

| | |
|------------------------|--|
| Please provide details | |
|------------------------|--|

APPENDIX 2

| | | |
|---|-----------------------|-----------------------|
| When did the relevant offence(s) occur? | Less than 2 years ago | More than 2 years ago |
| Is there a pattern of related offences? | Yes | No |
| Is there a pattern of unrelated offences? | Yes | No |
| From the information received from the police in what context/circumstances did the relevant offence(s) occur? Please provide details: | | |
| Is this context/circumstances still relevant today? | Yes | No |
| Please provide details: | | |
| Was the relevant offence(s) committed at work (i.e. paid & unpaid employment) | Yes | No |
| What level of independence will the postholder have? | Close Supervision | Minimal Supervision |
| Does the applicant demonstrate a determination not to re-offend? | Yes | No |

| | | |
|---|---|----|
| Did the applicant declare the relevant offence(s) on His/her application form? | Yes | No |
| What response did the applicant give when questioned about the offence(s) revealed? | | |
| Have satisfactory references been received? (Written/Oral) | Yes | No |
| In light of the above does the applicant constitute a 'risk'? | Yes | No |
| Signed: | | |
| Date: | | |
| Section 3 – to be completed by a Headteacher | | |
| Name: | | |
| Declaration: | <p>I understand the Council's policy on the Recruitment of Ex-Offenders, and having considered the above assessment I believe the applicant does / does not* constitute a risk for the following Reasons (please provide details):</p> <p>Therefore, the applicant should/should not* be offered this post.</p> <p>Please note: Persons with a conviction for a HIGH RISK offence will not be appointed.</p> <p>*delete as appropriate</p> | |
| Signed: | | |
| Date: | | |

APPENDIX 3

| Task | Begun | Completed | Initial |
|---|--------------|------------------|----------------|
| Copy of Application Form File | | | |
| Reference 1 in File | | | |
| Reference 2 in File | | | |
| Copy of Interview Notes in File | | | |
| Offer Letter in File | | | |
| Signed acceptance of offer letter in file | | | |
| Copy of Contract in File | | | |
| Ethnicity Form in File | | | |
| Medical Questionnaire in File | | | |
| Bank details | | | |
| HMRC Start checklist | | | |
| Separate Vetting & Barring (if applicable) | | | |
| Copy of Passport/Full Birth Cert (For Right to Work in the UK File) | | | |
| New DBS Completed | | | |
| Added to Single Central Record | | | |
| Qualifications checked and SCR updated | | | |
| Added to SIMS | | | |
| Disqualification by Association form (if applicable) | | | |
| Keeping children safe in education | | | |
| New starter E-form sent to SPS | | | |