



DEAL PAROCHIAL PRIMARY SCHOOL

SAFER RECRUITMENT

This Policy has been written using the guidance from Kent Safeguarding Board found on KELSI safe guarding site.

This policy was written in July 2018

Updated Summer 2021

Head teacher Ms Justine Brown

Named governor responsible for safeguarding: Mrs M Heard

Signed Chair of Governors. Date

Deal Parochial Vision Statement:

Our School is built on the teachings of the Bible and inspired by The Gospel Values of Faith, Hope and Love.

Our Christian ethos is upheld by respecting humanity fostered through our community

that is welcoming, inclusive and forgiving.

Together we flourish through courageous learning, friendships and generosity.

TO BE THE BEST THAT I CAN BE – THE WAY GOD INTENDS

INTRODUCTION

Deal Parochial C.E.P. School is committed to safeguarding and promoting the welfare of children and young people, engages with children and staff in policy and practice developments, and proactively encourages feedback"

It is consistent with national recommended practice for such a statement to include:-

- Publicity Material
- Recruitment Website (where appropriate)
- Job advertisements
- Candidate information packs
- Persons Specifications
- Job description
- Competency Frameworks
- Induction Programmes
- Equality Impact Assessment

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

At Deal Parochial C.E.P. School each employee has the specific duty of care and personal responsibility for safeguarding and promoting the welfare of children and young people. It is part of our school's Codes of Conduct, Contracts of employment and Disciplinary procedures.

AIMS

Deal Parochial Primary School (DPPS) is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

The purpose of this policy is to provide an aid-memoir outlining the key safer recruitment procedures outlined in 'Safeguarding and safer recruitment in education' DCSF 2007. The Counter- Terrorism and Security Act 2015. From the 1st July 2015 all schools and registered early Years and child care providers are subject to a duty to prevent people from being drawn into terrorism. This is known as the Prevent Duty.

All staff are trained to identify children who may be vulnerable to radicalisation and know what to do when they are identified.

Preventing children from risk of radicalisation is seen as part of our school's and child care providers wider safeguarding duties and is similar in nature to protecting children from other harm, whether these come from within the family or are the product of outside influences. Therefore staff recruiting staff must hold this as a safeguarding priority and be trained in recognising the signs of radicalisation in people.

Recruitment at Deal Parochial is made safer by carrying out the following procedures:

Step 1 – Planning Recruitment

1. As soon as the need for recruitment is established, a recruitment panel should be formed containing at least one senior member of staff/ Governor who has undertaken Safer Recruitment Training.

2. A timetable for recruitment should be created allowing sufficient time to make all the relevant checks at each stage of the selection process.

Step 2 – Job Description & Person Specification

The job description and Person Specification should make reference to safeguarding and pupil welfare responsibilities and the need for a CRB check.

Person specifications will:

- Clearly convey the selection criteria against which the applicants ability to do the job will be assessed
- Contain selection criteria which specify the experience, skills, qualifications and personal qualities required
- Explain how these requirements will be tested and assessed during the selection process. I.e. by interview, tests, presentations, observation of group exercises etc.

It is vital that candidates are aware that, in addition to their ability to perform duties of the post, selection will consider their personal suitability for the role. This includes their:

- Motivation and suitability to work with children
- Attitude towards the use of authority and control
- Integrity and ability to form and maintain appropriate professional relationships with children
- Emotional resilience when working with challenging behaviours and situations

The selection criteria, including those relating to personal qualities, can be defined through competencies as this provides increased opportunity to test behaviours and allows for a more objective, evidence-based approach to selection.

Step 3 – Advertisement

The Advertisement will contain reference to the schools commitment to safer recruitment and that all appointments will be subject to a successful CRB check being obtained.

Step 4 – Candidate Pack

1. The candidate pack will include a copy of this policy, the school code of practice for staff and a copy of the child protection policy.
2. Candidates will be asked to use a standard KCC application form, containing: full and former names, DOB, current address, NI number, DCSF number, academic/ vocational qualifications, full chronological employment history (disclosing any gaps and reasons for leaving). **Personal CVs will not be accepted.**

Step 5 – Selection

A short-listing grid will be used to assess the extent each candidate meets the person specification. However, the panel will also scrutinise the application forms for breaks in service, reasons for leaving etc. Suspicious gaps would not automatically bar a candidate from short-listing but the panel would make further checks, including supplementary interview questions and/or requests for clarification from the candidate prior to the interview.

Step 6 – Notification of interview

1. In the invitation to interview letter candidates will be asked to bring 2 forms of ID, including driver's licence and/or passport and 2 proofs of address e.g. utility bill, proof of entitlement to work in UK (if not UK citizen).
2. Candidates will be asked to bring certificates of qualifications relevant to the post.
3. Candidates should provide evidence of their right to work / be in the UK if they are a foreign national.
4. Candidates will be informed that references will be taken prior to interview.

At Deal Parochial C.E.P. School interviewers and administration staff are aware that any fraudulent behaviour by a person or by them in relation to application forms for employment / supporting documents may amount to a criminal offence. The nature of the fraud determines whether the police or another agency initially investigates the matter. Action Fraud is the national fraud reporting service. It will refer calls to the police and where they consider the victim to be vulnerable. Action Fraud can be contacted either by telephone on 0300123 2040 or via their website www.actionfraud.police.uk. Opening hours are 0800 – 2000 hours weekdays and 0900 – 17000 weekends. Any case involving false declarations on an application form should be reported to the Police and the Disclosure and Barring Service and could lead to summary dismissal.

Essential information requested as part of the application should include:-

- Full identifying details including current and former names, date of birth, current address and National Insurance Number (verification of identity and DBS disclosure request can be completed on the day of interview for successful candidate). Confirmation of permission to work in the UK is also essential for applicants from overseas.
- Academic and Vocational qualifications, including awarding body, name of institution and date (original certificates should be evidenced).
- Full employment chronology (any gaps in service or anomalies to be pursued)
- All training post education including dates and awarding bodies.
- Declaration of any family or close relationships to existing employees or employers including councillors, governors, trustees
- Details of at least two referees. One from current or from most recent employers must be pursued (see Section 11 References)
- Explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and reprimands including those regarded as 'spent' and 'pending' must be declared. It should require a signed statement that the person is not on DBS barred list or is not disqualified from work with children or subject to any sanctions imposed by a regulating body or professional association
- A question about any outstanding complaints or investigations against the candidate that could bring the organisation into disrepute at a later stage.

Step 7 – Taking References

1. Two references will be taken prior to interview using the school's reference form which includes *specific safeguarding and suitability to work with young people* questions.
2. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
3. Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
4. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5. Initial telephone references will be obtained in appropriate instances to avoid a delay in the recruitment process, or followed up after the interview. A detailed written note will be kept of such exchanges.
6. Should references contain disciplinary information or safeguarding concerns omitted by the candidate, the invitation to interview will be withdrawn.
7. The selection panel will have access to the references prior to the interview and may ask supplementary questions about information contained within them.

Vetting Arrangements if Appointed

At Deal Parochial C.E.P. School the admiration team carry out the mandatory check of DBS list for the previously defined posts. (It is an offence to employ an individual who is the subject of a Barring Order). These can be carried out in conjunction with the Mandatory enhanced disclosure via the Disclosure and Barring Service

Research tells us that many individuals who pose a risk to children will not have any convictions or barring orders, so it is essential that robust checks of employment history and references from previous employers are obtained. **Testimonials presented by the candidate should not be accepted.** Any breaks in employment or anomalies should be actively pursued with the individual.

Soft information that may be disclosed as part of the **DBS disclosure** (e.g. no conviction but individual was subject of Section 47 investigation) must be discussed with the candidate before an informed decision can be taken on their suitability to work with children. In such circumstances organisations should consult with the LADO and / or their HR provider.

Overseas Candidates: Employers need to ensure that overseas candidates have the legal right to work within the UK and verification of identity is essential. Once this has been established applicants from overseas should be subject to checks other than DBS which would not generally show offences committed by individuals whilst living abroad (other than Service Personnel and their families). In these circumstances employers should seek to obtain a certificate of good conduct from the relevant Police force or Embassy in their country of origin and candidates can request such disclosure themselves which should be followed up by employers. Further information regarding the overseas information service can be obtained from the Disclosure and Barring service web site.

References

Specific questions regarding conduct and sickness record etc. can be put to previous employers in the form of a questionnaire. It is also good practice to follow up any anomalies by telephone with referees directly where appropriate.

Employers also need to consider how they respond to reference request for individuals who have been the cause for concern. DfE Guidance (2014) is very clear that unsubstantiated or false allegations cannot be mentioned in an employee's work reference. References should provide objective verifiable information that is factually accurate and not subjective opinion. *Unconditional offers of employment should not be considered. Any job offer should be subject to satisfactory DBS check and references being received.*

Health

'Working Together to Safeguard Children' emphasises the importance of anyone appointed to a post involving regular contact with children or young people must be medically fit to do so. It is a statutory duty for employers to satisfy themselves that candidates have the appropriate level of physical and mental fitness before appointment. Any job offer should be made subject to satisfactory checks.

Assessment of physical fitness must also be considered within a context of disability discrimination legislation that allows for reasonable adjustments.

Step 8 – The selection process

1. A range of selection tools will be used, depending on the nature of the post. These may include: formal interview (every appointment), role-play, presentations, group exercises, written exercises, lesson observation, informal meeting with staff, interview with school council etc.
2. The formal interview will contain a range of safeguarding questions, with supplementary questions used to further assess a candidate's understanding/ motivations and reasoning regarding safeguarding issues.
3. Supplementary interview questions may relate to concerns/ queries about information given in initial application.

Step 9 – Making a conditional offer

1. Once a candidate has been selected, a conditional offer will be made based on the following background checks: References (checked prior to interview), verification of identity, DCSF List 99 check, ISA registration when it goes live, CRB disclosure (carried out by school), Medical Fitness disclosure, criminal record self-disclosure (although declaration of spent convictions will not automatically bar a candidate), verification of qualifications and professional status.
2. For non-UK residents, CRB disclosures alone will not be sufficient and additional checks will be sought from the candidate's country of origin.
3. Above checks will be carried out before the successful candidate is allowed to begin work.

Responsibilities

Responsibility for the day to day implementation of this policy lies with the school's office staff. However ultimate accountability lies with the Head teacher and Chair of Governors. It is the responsibility of every adult working in the school who invites volunteers into school to inform office staff so that they can ensure that the relevant checks are carried out.

Supply and Temporary Staff

1. Supply teachers and temporary staff are subject to the same level of vigilance.
2. Supply agencies must provide evidence that all safeguarding checks have been completed.
3. Where a supply teacher is employed by the school directly, a new CRB check will be completed prior to the teacher working within the school.

Volunteers

1. DPPS values volunteers and encourages parents to become involved in supporting the school.
2. Any parent/ carer/ sports coach etc with access to children, without direct supervision from a member of staff will be subject to an enhanced CRB check. This will be carried out prior to the volunteer working unsupervised with children.
3. The visitors' badges must be worn by any volunteers working in school.
4. All volunteers will be signposted to the school code of practice for staff which outlines guidelines for working with children in school.

Induction

1. All new staff will receive safeguarding induction training in the form of a pack including 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' and copies of all the school safeguarding policies.
2. Where appropriate a probation period will be served prior to permanent employment being offered.

Conclusion

Although Deal Parochial C.E.P. School is committed to safer recruitment procedures, the school must continue being vigilant after a member of staff/ volunteer has started working within the school and staff must know the procedures and channels open should concerns arise (See Whistle Blowing Policy & Child Protection Policy).

Equal Opportunities

At Deal Parochial School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of pupils will be monitored by race, gender and disability and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all.

At Deal Parochial School we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

Please refer to safer Recruitment Audit Tool Kit for monitoring method.

The named governor for safer Recruitment is Mrs M Heard

The named safe guarding Governor is Mrs M Heard

