

# Safer Recruitment Policy

RIDGEWAY EDUCATION TRUST

Approved by the Executive Headteacher: 04 January 2021

Review date: January 2022

## SAFER RECRUITMENT POLICY

Ridgeway Education Trust follows the procedures established by the Oxfordshire Safeguarding Children Board. For further information, please refer to the Safer Recruitment Toolkit, available here: <http://schools.oxfordshire.gov.uk/cms/node/358>

The following staff and governors are currently Safer Recruitment trained:

### **DGS**

Ruth Elliot  
Jill Judson  
Carole O'Connor  
Paul Smith  
Adam Tamplin

### **SBS**

Conor Byrne  
Caroline Fitzgerald  
Fiona Foster  
Graeme Irwin  
William Manning  
Sally Scott  
Matt Wood

### **SCCEPS**

Rita Atkinson  
Stacey Carbon  
Rachel Hornsey  
Lisa Knight

### **Central Trust**

Jane Emmott  
Chris Powell (until the end of Feb 2021)  
Catherine Steele  
Rachael Warwick

- Every selection panel will include at least one person who has completed the safer recruitment training.
- Every job advertisement and applicant information pack will include a safeguarding statement including reference to the requirement for an enhanced DBS check.
- Applicants will be required to complete an application form and an equalities monitoring form, and all appointments will be subject to satisfactory professional references and an enhanced DBS check.
- Every interview will be conducted by a minimum of 2 members of staff and will include questions relating to safeguarding, regardless of whether the post involves significant contact with children.
- Governing bodies must act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with interview information and references.
- The details of all staff including temporary staff, volunteers and interns, will be recorded on the school's single central record.
- The induction for all new staff will include information about appropriate staff conduct, safeguarding and child protection procedures from the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

## 1. RECRUITMENT & SELECTION CHECKLIST

This document has been designed with reference to the requirements of Keeping Children Safe in Education (September 2020).

| PRE-INTERVIEW  | Initials | Date |
|--|----------|------|
| <p><b>Planning</b><br/>Timetable decided: person specification and job description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.</p>        |          |      |
| <p><b>Vacancy advertised</b><br/>Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be enhanced DBS checked</p>   |          |      |
| <p><b>Applications on receipt</b><br/>Scrutinised; any discrepancies/anomalies/gaps in employment to be noted to explore if candidate should be considered for short listing</p>   |          |      |
| <p><b>Professional references – seeking</b><br/>Sought directly from referee on shortlisted candidates; ask recommended specific questions; include statement about liability for accuracy. A reference must always be sought from the candidate’s current (or most recent) employer</p> |          |      |
| <p><b>Invitation to interview</b><br/>Includes all relevant information and instructions – remember to ask all interviewees to bring evidence of their qualifications, documents for DBS and identity checks</p>   |          |      |
| <p><b>INTERVIEW</b></p>  |          |      |
| <p><b>Interview arrangements</b><br/>At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards</p>  |          |      |
| <p><b>Interview</b><br/>Explore applicants’ suitability for work with children as well as for the post</p>   |          |      |
| <p><b>Interview</b><br/>All candidates (teaching and support staff) will be asked whether an Enhanced DBS check will raise any issues of which the school should be aware. The interviewer will explain the context of why this question is being asked. If</p>                          |          |      |

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| 'yes', further consideration on a case-by-case basis will be carried out.   |  |  |
| <b>Identity and qualifications</b> of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate applicant completes application for DBS Disclosure (check whether applicant subscribes to the DBS Update Service)  |  |  |
| <b>PRE-APPOINTMENT CHECKS</b>   |  |  |
| <b>Conditional offer of appointment</b><br>Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks, as applicable, and for non-teaching posts includes a probationary period (usually 6 months)   |  |  |
| <b>References – checking</b><br>Interview panel to view references after seeing all candidates and making a provisional decision, in order to remove (un)conscious bias from the decision. Check against information on applications: scrutinise; any discrepancy/issue of concern noted to take up with candidate prior to appointment   |  |  |
| <b>Identity</b> (if that could not be verified straight after interview)  |  |  |
| <b>Qualifications</b> (if not verified on the day of interview)   |  |  |
| <b>Overseas Check/Permission to work in UK if required</b><br>Overseas police check for any individual who, within the last five years, has lived or worked outside the United Kingdom, whether they are a British citizen or not. Please see additional information on page 7  |  |  |
| <b>DBS</b> – apply for an enhanced check  |  |  |
| <b>Prohibition order check, if this is a teaching post.</b><br>Ensure the date and outcome are recorded on the SCR  |  |  |
| <b>Safeguarding – Risk Assessment</b><br>Headteacher's PA/School Business Partner to notify the school's Designated Safeguarding Lead (DSL) that an appointment is to be made. If the DBS has not been received by the time the new employee starts work, the DSL will ensure an appropriate risk assessment is in place until the DBS has come through. If the DBS has not arrived within two weeks of the employee starting work, the Headteacher's PA/School Business Partner will chase a completion date for the DBS |  |  |
| <b>DBS Barred list</b> – person is not prohibited from taking up the post   |  |  |

|   |  |  |
|---|--|--|
| <b>Health</b> – Candidate to be requested to complete a health questionnaire prior to employment commencing, which includes assessment of physical and mental fitness for the role. If the health questionnaire has not been received by the time the candidate starts work, HR will contact the candidate to request completion as soon as possible. |  |  |
| <b>QTS</b> – Check the teacher has obtained QTS (unless otherwise agreed with the Headteacher).   |  |  |
| <b>Statutory induction year completed</b> – check to be run on DfE website.   |  |  |

## 2) SINGLE CENTRAL RECORD OF RECRUITMENT/VETTING CHECKS

### **Checklist**

The Single Central Record (SCR) for each school and for the Trust must include (as a minimum) the following in respect of staff members (including teacher trainees on salaried routes). The SCR must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/completed/certificate obtained.

1. an identity check. Identification checking guidelines can be found on the GOV.UK website
2. a barred list check
3. an enhanced DBS check/certificate
4. a prohibition from teaching check
5. further checks on people who have lived or worked outside the UK. Please see page 7 for further information
6. a check of professional qualifications, where required
7. a check to establish the person's right to work in the United Kingdom
8. DfE/QTS checks including section 128 for management positions (senior leadership and Governing Board)

Please refer to the information on page 7 regarding recruitment of staff after 01 January 2021.

For supply staff we require written confirmation from the supply agency that satisfactory checks have been completed including the DBS number. ID will be checked on arrival at school. If any supply teachers work at a school within the Trust more than three times in a 30-day period they will be added to the SCR.

Whilst there is no statutory duty to include on the SCR details of any other checks, the schools and Trust are free to record any other information they deem relevant. For example, checks for childcare disqualification, volunteers, and safeguarding and safer recruitment training dates. The Trust and schools' SCRs are kept electronically with restricted access.

### Information for MATs

MATs must maintain the SCR detailing checks carried out in each school within the MAT. Whilst there is no requirement for the MAT to maintain an individual record for each school the information should be recorded in such a way that allows for details for each individual school to be provided separately, and without delay, to those entitled to inspect that information.

Copies of DBS certificates are not kept by the schools or Trust, but the DBS number, outcome and date of issue are kept on SIMS/SCR. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications are kept on the personnel file.

### 3) PRO-FORMA LETTER TO REFEREES

Date

Dear .....

**Post Title:** .....

..... has been shortlisted for the above post at this school and has given your name as referee.

I enclose a copy of the information supplied to candidates together with a referee questionnaire. I would be grateful if you would complete and return the attached referee questionnaire regarding .....’s suitability for this post, bearing in mind the attached information. In accordance with guidance on safeguarding children, please also comment on .....’s suitability to work with children. Interviews are being held on ..... so a response by that date would be appreciated. Signed references may be emailed in confidence to the (Headteacher’s PA/School Business Partner).

May I take this opportunity to remind you that you have the responsibility to ensure the reference is accurate and does not contain any material misstatement or omission and that relevant factual content of the reference may be discussed with the applicant. Please note that employees have the right to see their personal files. Your reference may therefore, be seen by the applicant, if appointed.

I would like to take this opportunity of thanking you in advance for your assistance. If you have any queries, please contact ....., on .....

Yours sincerely

.....  
Headteacher

#### 4) Guidance for schools during the Brexit transition period and after 1 January 2021

Information on recruiting and managing teachers and school staff from 1 January 2021 can be found in the link below, and includes:

- Recruiting teachers from overseas
- Recruiting trainee teachers from overseas
- Applying for qualified teacher status (QTS) from 1 January 2021
- Checking a person's immigration status
- Changes to checks for EU sanctions on EEA teachers from 1 January 2021
- Criminal record checks for overseas applicants.

<https://www.gov.uk/government/collections/guidance-for-schools-during-the-transition-period-and-after-1-january-2021#recruiting-and-managing-teachers-and-school-staff>

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.

In addition, any further appropriate checks should be made so that any relevant events that occurred outside the UK can be considered. These checks could include, where available:

- criminal records checks for overseas applicants (guidance is available here: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>)
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK NARIC (link available here: <https://www.naric.org.uk/>)

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability. Where this information is not available, alternative methods should be sought of checking suitability and/or a risk assessment should be completed 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 circumstances that led to the restriction or sanction being imposed should be considered when deliberating on a candidate's suitability for employment. Further information can be found in DfE Guidance: Recruit teachers from overseas

(<https://www.gov.uk/guidance/recruit-teachers-from-overseas>)

## APPENDIX 1

### FLOWCHART OF DISCLOSURE AND BARRING SERVICE CRIMINAL RECORD CHECKS AND BARRED LIST CHECKS

