

Bentley CEVC & Copdock Primary Schools

Recruitment Policy

Bentley CEVC and Copdock Primary Schools are committed to providing the best possible education for our pupils and to safeguarding and promoting their welfare. Our schools are also committed to providing a supportive and flexible working environment for all members of staff. We recognise that in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. It is important that our robust recruitment procedures deter and prevent people who are unsuitable to work with children from applying for or securing employment or volunteering opportunities.

The aims of our Safer Recruitment Policy are as follows:

- to ensure that the best possible staff are attracted to vacancies and recruited on the basis of their merits, abilities and suitability for the position;
- deter prospective applicants who are unsuitable to work with children;
- identify and reject applicants who are unsuitable to work with children;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) included in 'Keeping Children Safe in Education' and the code of practice published by the Disclosure and Barring Service (DBS);
- to ensure our schools meet their commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves and complying with the provisions of this policy and each recruitment panel will contain at least one person who is Safer Recruitment trained, (training updated every two years). We will apply safer recruitment best practice principles and sound employment practice in general. By adhering to safer recruitment best practice techniques and a whole school safeguarding approach, we will ensure that there is an ongoing culture of vigilance within our school and staff team which will also minimise the opportunities for extremist views to prevail.

This is also part of our Child Protection and Safeguarding Policy in Appendix 2.

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
- All applicants must complete an application in full. CVs will not be accepted.
- Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. All applications will be acknowledged by email. Completed application forms will be reviewed by at least 2 people, one of whom will be safer recruitment trained. The person specification will provide the shortlisting criteria for the post.

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

When interviewing internal candidates we are aware of the need to consider confirmatory bias. To avoid this we will always seek clear evidence from the candidate rather than making assumptions based on prior knowledge.

In making a decision about which candidate we wish to employ, a reflective and well thought-through conclusion will be drawn and recorded. This will have followed a detailed discussion, with input from all panel members which will support feedback to the candidates interviewed.

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
- Volunteers are always supervised by an appropriate member of staff and receive a full induction

Governors

Volunteers wishing to be part of the Governing Body must complete the designated application form to express their interest and, two written references will be sought before their appointment. A full induction process is completed by the Headteacher and Chair of Governors and includes:

- Child Protection & Safeguarding Policy and procedures, including KCSiE (whole document)
- Governor Code of Conduct
- Acceptable use of ICT Policy, including mobile phones and social media use
- Confidentiality statement

All governors will have an enhanced DBS check with barred list information as they may work in regulated activity as part of their role.

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.

Retention of records

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments and interview notes) on their personnel file. All recruitment information and vetting checks will be recorded on the Single Central Record which is regularly monitored by the Named Safeguarding Governor. If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed once the process is completed, unless an applicant specifically requests, in writing, that the school keeps their details on file, in which case they will be stored securely and reviewed as vacancies arise.

Appointment

Following a formal appointment, candidates will be involved in a structured induction process and a mentor will be appointed to support their integration into the life of the school.

Induction will include a meeting with the Headteacher or designated senior member of staff and will discuss the following:

- Staff handbook, including KCSiE Part 1
- Child Protection & Safeguarding Policy and procedures, including PREVENT and safeguarding training
- Code of conduct for staff and children
- Confidentiality Policy
- Whistleblowing Policy
- School Behaviour Policy
- Equalities Policy
- Health & Safety Policy
- Acceptable Use of ICT Policy
- Fire drill and emergency procedures
- Absence reporting
- Staff contact details and communication
- Dress code
- Day to day arrangements / timetable
- A mentor to support work role

A receipt of this induction process will be signed and kept as a record of training for the member of staff.

January 2024

Appendix 1



Working Together in Partnership



“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

School Volunteer Application Form

Personal details (please print)

Title: **First Names:**

Surname:

Address and Postcode:	Contact address (if different):

E-mail address:

Daytime telephone:

Evening telephone:

Mobile:

Date of Birth:

Other information

How did you find out about volunteer vacancies (e.g. website, told by a friend etc.)?

Have you ever been or are you currently a volunteer? Yes No

If yes please give details of the school, type of volunteering undertaken:

Have you ever been a teacher? Yes No

teacher number:

From:

To:

Are you willing to attend training sessions or undergo online training? Yes No

Reasons for applying:

Experience and personal skills

Please give details of any experience (including voluntary or community work), skills, abilities and interests you have which you feel will help you as a volunteer.

Background check

In the interest of safeguarding children, schools may ask you to apply for a Disclosure & Barring Service (DBS) certificate. If you are aware of any information which may be disclosed, you may wish to discuss its relevance with the Headteacher in advance of your application.

References

Please provide details of two referees who will be able to provide supporting references for your application as a school volunteer. It would be helpful if at least one of these knew you professionally as an employee.

Name of referee:		Name of referee:
Address and Postcode:		Address and Postcode:
E mail address:		E mail address:
telephone:		telephone:

Data Protection

The information that you provide on this form will be used by the school to process your application and to contact you. Your data will be used in accordance with the principles set out in the Data Protection Act 2018, which protects the right to privacy of individuals whose personal details are held by the Data Controller. Please see our Privacy Statement and Data Protection Policy for further information.

Declaration

I have read the information above and confirm that there is no reason why I should not be a suitable person to work with children.

I agree to the information given on this form being recorded and used by the school in accordance with the Data Protection Act 2018. I confirm that the information is correct and complete to the best of my knowledge and belief.

Signed:

Date:

REFERENCE FORM - SCHOOL VOLUNTEER

APPLICANT'S NAME: _____

SCHOOL: _____

I have known the applicant for ____ years

Capacity known: _____

I believe the applicant will make a good school volunteer

Y

N

Please make comments on your knowledge of the applicant's:

Reliability *(must be completed)*

Confidentiality *(must be completed)*

Areas of potentially relevant experience *(must be completed)*

Ability to be an effective and efficient member of a team *(must be completed)*

Communication skills, both written and oral (*must be completed*)

As this role may have access to vulnerable people, it is essential that you let us know if for any reason, in your opinion, the applicant should not be employed to work with children, or you have any reservations about their ability to undertake the role of school volunteer.

Any other comments

Overall, how would you grade your recommendation for this applicant for the post of school volunteer?

(Please circle number)

1. Strongly recommend
2. Recommend with reservations stated above
3. Do not recommend

Name of Referee: _____

Address: _____

Occupation _____

Signed _____

Date _____