



**OLDFIELD SCHOOL
Safer Recruitment**

1. Policy Statement

- 1.1. Oldfield School's Safer Recruitment Policy forms part of a wider whole school commitment to safeguarding children, young people and vulnerable adults in its care.
- 1.2. The policy sets out clear systems and processes for all who seek voluntary or paid employment at Oldfield School.
- 1.3. The policy is based on the guidance set out in DfE document – Keeping Children Safe in Education (2014).

2. Scope

- 2.1. The measures described in this policy will be applied to all who are employed to work at Oldfield School who are likely to have contact with, and be perceived by children as safe and trustworthy adults.
- 2.2. Incorporated within the scope of this policy are staff employed by contractors, supply staff, volunteers and the like who regularly work at Oldfield School. Whilst they may not have direct contact with children as a result of their role or job, they may nevertheless be considered safe and trustworthy due to their regular presence on the school site.

3. Personal Data - Single Central Record

- 3.1. The School holds a central record incorporating all employed staff and others that have contact with children. The record is available to Senior Leadership Team, Chair of Governors Chair of the Personnel Committee and the Governor responsible for safeguarding.
- 3.2. The record details a range of checks as set out by the Department for Education.
- 3.3. The responsibility for the maintenance of the record rests with the Headteacher but this function can be delegated to a member of the senior leadership team.

4. Contractors

- 4.1. Contractors shall be escorted or supervised during the school day and at no time be alone with students. Contractor staff will not have unsupervised access to children without an Enhanced DBS check in place.
- 4.2. Contractor staff will be issued with a daily pass upon signing in at reception. During the school holidays contractor staff have their own pass. If students are on site, contractors are escorted. At no time will contractor staff have unsupervised access to students.

5. Volunteers

- 5.1. All volunteers will be supervised when working with students, at no time will volunteers have unsupervised access to students.
- 5.2. Where volunteers are recruited by another organisation that is engaged by the school, e.g. sports coaches from a local club, the school will obtain written confirmation from the organisation demonstrating that the person(s) have been appropriately checked. Where no such checks can be evidenced the school will ensure that the volunteer is supervised at all times until the organisation can demonstrate that volunteer has been checked in accordance with DfE guidelines.

6. Supply Agency Staff

- 6.1. No Supply Agency staff will be permitted to work at Oldfield School without written confirmation from the agency of the individuals CRB or DBS disclosure number and date of clearance.
- 6.2. Where supply staff attend Oldfield School for the first time the member of staff is to evidence their CRB or DBS disclosure number, date of clearance, photographic image combined with a copy of their teacher reference number to the school. The school will seek confirmation from the agency that all vetting checks have been completed.
- 6.3. All supply agencies used by the school will be given a copy of the schools Safeguarding Children & Child Protection Policy, Code of Conduct and Health and Safety Policy.

7. Guests & Visiting Speakers

- 7.1. Guests, visiting speakers and the like will be escorted at all times and never allowed unsupervised access to students.
- 7.2. At no time will a visitor be permitted access to any students without having appropriate checks in place, List 99 and Enhanced DBS.

8. Governors

- 8.1. All Governors will be List 99 checked prior to taking up their post following which they will be subject to an Enhanced DBS check.

9. Trainee Teachers

- 9.1. All trainee teachers are checked by their university prior to starting their placement at the school. The member of SLT with responsibility for ITT checks proof of identify has sight of the Enhanced DBS check and makes a note of the reference number.
- 9.2. When the Enhanced DBS has not yet been received by the student teacher, they shall be escorted around the school by a member of staff and at no time have unsupervised access to children.

10. Staff

10.1. All appointments will be subject to an initial List 99 check before a provisional offer is made. If clear, this is followed up by a DBS Enhanced check. Prior to taking up their appointment all staff will be subject to Enhanced DBS check with barred list information and check:

- that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;
- verify the candidate's mental and physical fitness to carry out their work responsibilities.
- verify the person's right to work in the UK, if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate;
- verify professional qualifications.

11. Dual Occupancy Staff

11.1. All staff based on the school site and employed by others, e.g. Connexions will be Enhanced DBS checked.

12. Recruitment and Selection Process

Advertising:

All adverts will be carefully constructed to ensure they promote Oldfield School's commitment to the safeguarding of students, young children and vulnerable adults.

Job Description and Person Specification:

All job descriptions (JD) and personnel specifications (PS) produced by Oldfield School will be reviewed prior to advertising. The JD and PS will make reference to the school's commitment to the safeguarding of students.

The JD and PS will summarise the main duties and responsibilities of the post. It will include the individual's responsibility for promoting and safeguarding the welfare of all children and young people within Oldfield School.

Application Form:

The school will use a standard application form to obtain a common set of core data from all applicants. The School will not accept curriculum vitae in place of an application form.

Information Pack to Candidates:

The information pack that will be sent out to candidates will include the following: Application form Job Description and Person Specification Information sheet about the School; Recruitment process; Child Protection Policy Statement.

Short Listing:

All applications will be scrutinised by the interview panel members to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.

Incomplete applications will not be accepted. Clarification may be sought around anomalies, discrepancies or gaps in employment history prior to short listing. The short listing panel will form the interview panel to ensure clarity and consistency.

Applicants will be assessed equally against the criteria contained in the Person Specification without exception or variation.

References:

The school will always seek references prior to interview and before making a formal offer. Where possible to do so the school will seek references prior to short listing. The school will also contact the applicant's current or last employer.

The school will not accept references or testimonials provided by the candidate or references from friends, relatives or neighbours.

All referees will be contacted by telephone before employment commences.

Information given by the applicant's referees will be compared with the application form to ensure that there is clarity and consistency. Where there is a discrepancy this will be addressed with the applicant at interview.

The school will consider all information regarding previous convictions, disciplinary action and allegations on a case by case basis and in accordance with HR support and guidance.

Student Voice:

The school may involve students in the recruitment and selection process which may take the form of an interview or similar activity.

Invitation to Interview:

The invitation to interview will clearly indicate the following: Purpose, Date, Time, Venue (Including directions) and Outline programme.

All candidate IDs will be checked thoroughly on entry to the school site. A list of accepted documents for the identity check is provided in Appendix 2. To satisfy the School's ID checking process candidates will be required to provide a current photographic image of themselves, e.g. driving license or passport.

All candidates will be required to evidence documents confirming their educational and professional status relevant to the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body.

Copies of the documents used to verify the successful candidate's identity and qualifications will form the basis of the individual's personnel file.

Interview Panel:

The school will seek to have a minimum of three interviewers one of whom will be the safeguarding representative.

Where the interview is for a teaching post the Headteacher, Deputy Headteacher or an Assistant Headteacher will form part of the interview panel. Where the interview is for a support staff post the Headteacher or Bursar will form part of the selection panel.

All interviews will be clearly structured and include pre agreed questions. The interview panel will be required to record candidate answers. The recorded answers will form part of the successful candidate's personal file. The panel will ask candidate's specific questions relating to the information

provided on application. The panel will in all cases ask questions relating to the safeguarding of children, young people and vulnerable adults.

Scope of the Interview:

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel also assess and clarify the following: Candidates understanding of safeguarding children, young people and vulnerable adults in line with the school's Safeguarding Children and Child Protection Policy and DfE Guidance; Candidate's attitude toward children, young people and vulnerable adults; Gaps in the candidate's employment history; Concerns or discrepancies arising from the information provided by the candidate or a referee; Candidate's declaration in light of the requirement for an enhanced DBS check.

Conditional Offer of Appointment – Pre Appointment Checks:

A verbal and provisional offer of appointment to the successful candidate is conditional and subject to the following: Receipt of at least two satisfactory references as before described; Verification of the candidate's identity (if not verified at the interview); List 99 and, a satisfactory DBS Enhanced Disclosure check; Verification of the candidate's medical fitness through pre-employment health checks Occupational Health; Verification of qualifications (if not verified at the interview); Verification of professional status where required e.g. QTS status (unless exempt), NPQH; Verification of successful completion of statutory induction period (Teaching Staff Only - Applies to staff that obtained QTS after 07 May 1999).

Notifying Candidates of the Outcome of Interviews:

All interviewees will be contacted as soon as reasonably practicable to advise of the outcome of the interview process. The contact will take the form of a telephone conversation between candidate and a representative of the interview panel. Constructive feedback will be offered to all candidates regardless of the outcome.

The successful candidate will receive written confirmation of the offer once satisfactory references have been received by the school. However, the offer at this stage will be subject to DBS Enhanced clearance and medical clearance. A formal written offer of appointment will not be made until these checks have been processed and deemed satisfactory.

Written Summary of Checks:

The school will hold a summary check sheet for every post. For further details see Appendix 3 at the back of this policy.

List 99/ PoCA list and DBS Checks on Overseas staff:

List 99, and where appropriate PoCA List and Enhanced DBS checks will be completed for staff from overseas. There may be exceptions, e.g. where the applicant has not previously lived in the UK. Notwithstanding this all the checks as previously described will always be completed.

In cases where an applicant has worked or been resident overseas in the previous 5 years, the school will obtain a check of the applicant's criminal record from the relevant authority in that country. Where possible to do so a certificate of good conduct will be obtained from the originating country's Embassy located in this country.

Post Appointment Induction:

In all cases newly appointed staff employed at the school- will be subject to a probationary and induction period. Where the role is specific to Support Staff and the appointed person is new to the School they will be subject to a 6 month probationary period. Where the probationary period does

not apply new staff will be subject to an induction process designed to meet the needs of the individual and the school. Where the role is specific to Teacher Staff the new employee will receive an induction commensurate with their role.

In all cases this process will be initiated by the appropriate senior post holder. The process of induction will be cascaded down and the process monitored and reviewed at regular intervals.

The purpose of the induction process is to:

- Provide appropriate training and information commensurate with the role and the school's policies and procedures.
- Ensure staff are integrated and feel safe and valued
- Establish the conduct expected of staff within the school
- Provide a platform for new members of staff and volunteers to discuss any issues or concerns they may have regarding their role or responsibilities
- Enable the line manager or mentor to monitor and review the new person's ability, suitability and capability.
- Reinforce policies and procedures in relation to safeguarding and promoting the welfare and wellbeing of children, young people and vulnerable adults

All induction programmes will include Child Protection training. New staff will have opportunity to evaluate their induction programme.

Exit Interviews:

All staff that resign from their post at Oldfield School will be given the opportunity to attend an exit interview. The process will include a leaver questionnaire and interview. The interview will focus on the reasons given for leaving in the questionnaire. The process will be private and confidential.

13. Personnel Files:

- 13.1. All staff will have a personal file created following receipt of an application form. The file will be live and updated as required. The contents will remain in storage for up to 3 years following resignation, and 15 years following ill health retirement or dismissal and **indefinitely if dismissed following a disciplinary investigation.**

14. Monitoring and review

- 14.1. The recruitment and induction process will be monitored and reviewed at regular intervals to ensure best practice. This will include: Staff turnover and reasons for leaving; Exit interviews; Attendance of new recruits at child protection training and other training deemed essential by Oldfield School.

14.2. This policy will be reviewed every two years by the Headteacher.

14.3. This policy will be approved by SLT.

14.4. Date when policy was last approved: November 2014

14.5. Date when next review is due: November 2016

Appendix 1

Supply Agency Staff & ID Checks

Supply Agency Checks

When Supply Agencies are approached for cover they will be required to provide the following information:

ID Checks:

Agencies will be required to send through by fax a photograph image of the member of agency staff prior to their arrival on site.

Qualification Checks:

Agencies are to verify qualification before agreeing placement.

DBS Checks:

Enhanced DBS clearances are made available before any the placement will be permitted to commence. It is the agencies responsibility to regularly review and update DBS checks.

Right to Work in the UK:

It is the agencies responsibility to undertake all the necessary checks to ensure that supply staff are eligible to work in the UK. The relevant documents are to be presented to the school prior to the commencement of any placement.

References:

Agency references are to comment on:

Punctuality;

Absenteeism/Attendance;

Spent or unspent disciplinary issues.

Appendix 2 – List of Accepted Documents for Identity Check

For the identity check applicants must provide 3 documents (one from group 1 below, and two more from any groups); one of which must show their address:

Group 1: Primary identity documents

- Passport: Any current and valid passport
- Biometric residence permit UK
- Current driving licence – photocard with paper counterpart UK, Isle of Man, Channel Islands and EU (full or provisional)
- Birth certificate - issued at time of birth UK and Channel Islands – including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
- Adoption certificate UK and Channel Islands

Group 2a: Trusted government documents

- Current driving licence – photocard (if you were issued a paper counterpart but don't give it to your checker) All countries (full or provisional)
- Current driving licence – paper version UK, Isle of Man, Channel Islands and EU (full or provisional)
- Birth certificate – issued after time of birth UK and Channel Islands
- Marriage/civil partnership certificate UK and Channel Islands
- HM Forces ID card UK
- Firearms licence UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

- Mortgage statement UK or EEA issued in last 12 months
- Bank or building society statement UK and Channel Islands or EEA issued in last 3 months
- Bank or building society account opening confirmation letter UK issued in last 3 months
- Credit card statement UK or EEA issued in last 3 months
- Financial statement, eg pension or endowment UK issued in last 12 months
- P45 or P60 statement UK and Channel Islands issued in last 12 months
- Council Tax statement UK and Channel Islands issued in last 12 months
- Work permit or visa UK valid up to expiry date
- Letter of sponsorship from future employment provider Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application Must still be valid
- Utility bill UK – not mobile telephone bill or TV licence issued in last 3 months
- Benefit statement, eg Child Benefit, Pension UK issued in last 3 months
- Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC UK and Channel Islands issued in last 3 months
- EU National ID card - Must still be valid
- Cards carrying the PASS accreditation logo UK and Channel Islands. Must still be valid

Appendix 3 - Verification Checklist

Candidate Name:	
Post Applied For:	
Date of Interview:	

Criteria	Action	Verified By and Date
Application Form and Employment History	The candidate has completed an application form, including the relevant declarations and has signed and dated that form. The candidate has provided information on their employment history and, if appropriate, has adequately explained the reasons for any gaps in their employment. The application form must be retained	
Qualifications	This only applies where a specific qualification is an essential criteria of the person specification. <i>Specify qualification and date qualified:</i>	
	A photocopy of the qualification seen must be retained	
Identity	The candidate has provided satisfactory evidence of their identity. <i>Specify document(s) seen to verify identity:</i>	
	A photocopy of evidence seen must be retained	
Proof of address	The candidate has provided satisfactory evidence of their address <i>Specify document(s) seen to verify identity:</i>	
	A photocopy of evidence seen must be retained	
Right to Work in the UK	The candidate has provided satisfactory evidence, in accordance with The Asylum & Immigration Act 1996 , that they have the right to work in the UK and to undertake the type of work on offer. <i>Specify document(s) seen to verify right to work in UK:</i>	
	A photocopy of evidence seen must be retained	

Barring List Checks (formerly List 99 Check)	Enhanced level DBS disclosure <u>or</u> a separate check has indicated that the person is not included on the ISA Barring Lists Confirmation of clearance must be retained	
Enhanced DBS Disclosure for regulated activity	Enhanced DBS disclosure has been undertaken and the applicant has provided a satisfactory disclosure certificate (the original has been verified and a copy taken Where a candidate has previously lived outside of the UK evidence of clearance has been obtained from the countries they resided in. <i>Disclosure Certificate Number:</i> <i>Date of issue:</i>	
References	Satisfactory references have been taken directly from the appropriate referees and/or the authenticity of any open references has been verified. Referee(s) have provided their assessment of the employee's suitability to work with children and to undertake this role. The first reference must be the current of most recent employer – <i>all checks should be verified with referee by follow up telephone call</i> Reference 1 from	
	Reference 2 from	
	References must be retained	

This form should be completed by the Headteacher or other nominated person. It must remain confidential and should be retained in the staff members personnel file along with all relevant documentation.