

# CHELLINGTON CHURCH OF ENGLAND FEDERATION



**Christopher Reeves VA Primary School/  
St. Lawrence VA Primary School**

## **Happiness Through Wisdom**

*"Gold there is, and rubies in abundance, but lips that speak knowledge are a rare jewel."*  
**Proverbs 20:15**

## **Safer Recruitment Policy**

**September 2023**

Review September 2024

## **CHELLINGTON FEDERATION**

### **SAFER RECRUITMENT POLICY**

#### **Safer Recruitment Policy**

The Chellington Federation Church of England Federation is a Christian learning environment at the heart of its communities. We promote care and respect, and expect high standards in all aspects of Federation life.

As a Church of England Federation, the schools promote a friendly, caring, family ethos where everyone works as a team to support each other across all areas of school life thus encouraging Happiness through Wisdom - "There is gold and a multitude of rubies; but the lips of knowledge are a precious jewel." Proverbs 20:15

In each school, we aim to build communities clearly based on Christian values. At Christopher Reeves, the whole community is encouraged to 'Live our Values' being strong and courageous to follow God's love and stand steadfast. "Be strong and courageous, do not be afraid, do not be discouraged, for the Lord, your God, will be with you wherever you go." Joshua 1:9

At St Lawrence we encourage all children to 'Let Their Light Shine' through the core values of hope (Letting our light shine gives us hope for the future.), courage (We have courage to Let our Light Shine.) and perseverance (When we persevere our light can shine). "Let your light shine before others, that they may see your good deeds and glorify your Father in heaven." Matthew 5: 14-16

This policy, and its associated procedures and protocols, is based on these key principles. With these principle in mind, the Chellington Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

In this context it is vital that the Federation applies recruitment and selection procedures that identify people who are unsuited to work with children.

The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of children for any length of time and, at the discretion of the Executive Headteacher, those who regularly come into contact with children in a supporting or voluntary capacity.

The Chellington Federation's Safer Recruitment Policy supports the statutory requirements outlined by the Department for Education, (DfE), Local Authority, (LA) guidance, Working Together to Safeguard Children, Department for Education, (DfE), 2018, Keeping Children Safe in Education, (DfE) September, 2021.

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.

### **Aims**

- To attract the best possible applicants to vacancies
- To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants
- To seek to secure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

### **Safer Recruitment and DBS checks – Procedures**

#### **New staff**

##### Recruitment Panel:

Each recruitment panel must include a minimum of two people, preferably one Governor in addition to the Executive Headteacher, ensuring one of whom must have undertaken Safer Recruitment training.

The panel will:

1. Design/agree job description and person specification which will make reference to the responsibility for safeguarding and promoting the welfare of children and young people.
2. Prepare packs ready to be sent to applicants, against checklist:
  - Job Description
  - Personnel Specification
  - Selection Criteria
  - Post Title/Grade
  - Salary Grade- FTE
  - Hours per week
  - Type of contract
  - Closing Date
  - Contact details of the school
  - Welcome Letter
3. Shortlist candidates against specification for post.
4. Carry out online checks in accordance with KCSIE 2023. These checks will be carried out by a member of staff who will not be part of the recruitment decision making process. Only information that can be found publicly will be considered. All checks will be documented (Appendix 1).

5. Design interview questions matched to the specifications
6. Read application forms, check information from applicants, take up and satisfactorily resolve any discrepancies or anomalies.
7. Send letters/emails to applicants inviting to interview and ask them to bring originals of qualification documents.
8. Request written references; professional and character that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns. One of which must be the last place of work with children. (Telephone references acceptable if no written one available **only** at the shortlisting stage - a written follow up will be required.) Applicants can exercise the right to tick the box seeking their permission before seeking references. In the event of applicants being shortlisted and invited to interview they will be informed that written references will be sought.
9. Scrutinise references for verifiable information, whether applicant has any disciplinary sanctions or allegations which relate to the safety and well-being of children.
10. Conduct the chosen assessment methods, including a face to face panel interview (minimum of two persons, preferably one Governor in addition to the Executive Headteacher, ensuring one of whom must have undertaken safer recruitment training) to explore the candidate's suitability to work with children as well as his/her suitability for the post.
11. Check gaps/issues on the application form with the candidate/discuss criminal conviction history with candidate if applicable/probe candidate's attitude and motives towards safeguarding children and young people.
12. Verify the successful candidate's identity; Verify, where necessary, that the successful applicant has all the academic or vocational qualifications/professional registration claimed
13. Record all information on the checks carried out in the relevant 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.

#### Job Adverts:

Job adverts will always include a statement about safeguarding responsibilities, the Federation's commitment to safeguarding and promoting the welfare of children

### Verification Checks:

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- 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, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent.

Following Brexit in January 2021, the TRA Teacher Services system will no longer maintain a list of those teachers who have been sanctioned in EEA member states. The Chellington Federation will therefore make any further checks they think appropriate 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 – Home Office guidance can be found on [GOV.UK](https://www.gov.uk); and for teaching positions
- 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 bod applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK NARIC.

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.

### Applications and References:

We will ask for written information about previous employment history and check that information is not contradictory or incomplete.

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

**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**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

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
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- 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 or who volunteer regularly in school – defined as more than three times per month

- 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

### **Governors**

All governors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity. Two references will be sought for all governors appointed by the Governing Body.

### **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.

This policy is the responsibility of: The Full Governing Body

### **Review**

This policy has been reviewed and agreed by the Governing Body on 26th September 2023 and will be renewed in September 2024.

If you require a hard copy of this policy, please contact the school office.

## Appendix 1

### Chellington Federation Online Search Record

SEARCH PARAMETERS	CONCERNS RAISED
<p>Google search: The following terms, looking at the first page of results:</p> <ul style="list-style-type: none"><li>• 'Candidate name'</li><li>• 'Candidate name' + 'current school/employment'</li><li>• 'Candidate name' + 'previous school/employment'</li><li>• 'Candidate name' + 'educational institution'</li><li>• 'Candidate name' + 'job title'</li></ul> <p>Websites: The candidate's name was typed into the search function of the following websites:</p> <ul style="list-style-type: none"><li>• LinkedIn</li><li>• Twitter (checked the top 10 results)</li><li>• Facebook (checked the top 10 results)</li><li>• Their current school's website</li></ul>	<p>Only record information that suggests the candidate:</p> <ul style="list-style-type: none"><li>• Is unqualified for the role</li><li>• Poses a potential safeguarding risk</li><li>• Risks damaging the reputation of your school/trust</li></ul> <p><b>Don't</b> include any irrelevant personal information.</p>

## Online Search Checklist

### STRICTLY CONFIDENTIAL

Online search criteria - shortlisted applicants only

Applicant Name	
Post applied for	
Search conducted by	
Date of search	

**Do not record any information related to individual characteristics e.g. age, race, religion, political views, family circumstances etc.**

Are there hits from a search on the employee's name, date of birth, location and current employer?	YES / NO
Key words relevant to <i>role e.g. child, violence, indecent, (please adapt to the role)</i>	
From the information available from the search is there any information which raise potential concerns about their suitability to work with children for example: <ul style="list-style-type: none"><li>• Inappropriate conduct relating to children</li><li>• Violent conduct</li><li>• Inappropriate or offensive behaviour (e.g. discrimination, derogatory language)</li><li>• Drug or alcohol misuse</li><li>• Indecent or offensive images/videos</li><li>• Financial misconduct (where relevant to role)</li><li>• Other similar matters</li></ul> Provide details, evidence and timescale if possible (e.g. recent or historic).	
What is the source of this information? (e.g. document, website, social media etc)	
What checks have you done to verify that your search has identified the applicant correctly (e.g. full name match, location match, current employer match, match)	

Indicate if uncertainty	
If information is available – does their work history match the information the applicant provided?  Detail any discrepancies	

The search is only to be undertaken after shortlisting and any information is to be passed to the recruitment panel. Only provide relevant information/screenshots to the panel to allow concerns to be discussed at interview.