



Safer Recruitment Policy

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1. Introduction

- 1.1. Chadsgrove School is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. The safe recruitment of staff in schools is the first step in this process and it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share the same commitment. It is also recognised that this can only be achieved through sound procedures, good interagency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
- 1.2. Chadsgrove recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within it is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Chadsgrove does not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.
- 1.3. Chadsgrove School understands the importance of continued vigilance after an employee or volunteer has been appointed and acknowledges that recruitment is not the end of the matter. Although schools are safe environments for the great majority of pupils and the vast majority of people who work with pupils have their safety and welfare at heart, Chadsgrove recognises the need to promote a culture of ongoing vigilance in order to avoid complacency.

2. Aims

- 2.1. Chadsgrove aims to ensure that:
 - The best possible staff are recruited on the basis of their merits, abilities and suitability for the position
 - It is compliant with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DFE), Keeping Pupils Safe in Education (2024) and any advice published by the Disclosure and Barring Service (DBS);
 - It meets its commitment to safeguarding and promoting the welfare of pupils and young people by carrying out all necessary pre-employment checks
- 2.2. In addition, as it is recognised that schools should not rely on one process in order to safeguard pupils and that effective safeguarding requires robust policies for the management and supervision of staff after the recruitment phase, the procedures at Chadsgrove aim to:
 - **Deter** unsuitable people from seeking employment or opportunities to volunteer to work with pupils and young people
 - **Reject** applications from unsuitable people
 - **Prevent** abuse and neglect of pupils by staff and volunteers
 - **Identify** incidents of abuse and neglect by staff and volunteers
 - **Respond** to concerns in an open and positive way
 - **Manage** allegations in accordance with school procedures

3. Roles and Responsibilities

- 3.1. It is the responsibility of the **Governing Body** and **Head Teacher** to:
 - Ensure that the school operates safe recruitment procedures and carries out all appropriate checks on all staff and volunteers who work at the School
 - Monitor contractors' and agencies' compliance with this policy
 - Promote the welfare of pupils and young people at all times
 - Complete Safer Recruitment training at least every three years and ensure that there is at least one member of staff with this training on every recruitment panel
- 3.2. **Employees involved in the recruitment and selection of staff** are responsible for familiarising themselves with and complying with the provisions of this policy.

- 3.3. It is the responsibility of all **contractors** and agencies that provide services to Chadsgrove School to comply with safer recruitment practices.
- 3.4. It is the responsibility of the **School Business Manager**, in conjunction with the Head Teacher, to ensure all pre-employment checks are complete before employment begins.

4. Recruitment and Selection Process

- 4.1. To make sure Chadsgrove recruits suitable people, it ensures that those involved in the recruitment and employment of staff to work with pupils have received appropriate safer recruitment training.
- 4.2. Chadsgrove has put the following steps in place during its' recruitment and selection process to ensure it is committed to safeguarding and promoting the welfare of pupils and young people.

Advertising

- 4.3. To ensure equality of opportunity, Chadsgrove advertises all vacant posts externally in order to encourage as wide a field of candidates as possible. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.
- 4.4. When advertising roles, Chadsgrove makes clear:
 - The school's commitment to safeguarding and promoting the welfare of children and young people
 - 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 pupils
 - 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, they cannot be taken into account

Application forms

- 4.5. All applicants for employment are required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms are returned to the applicant where the deadline for completed application forms has not passed.
- 4.6. A Curriculum Vitae may be submitted together with an application form but Chadsgrove does not accept a Curriculum Vitae in place of an application form.
- 4.7. Applicants are made aware that providing false information is an offence and could result in an application being rejected or summary dismissal if the applicant has been selected. Where false information is provided in support of an application to work at Chadsgrove, the school will report the matter, if appropriate, to the DBS, the police and/or other relevant professional bodies.
- 4.8. 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 pupils (where the role involves this type of regulated activity)
 - Include a copy of, or link to, the school's child protection and safeguarding policy and this policy

Shortlisting

- 4.9. The 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

- 4.10. Once candidates have been shortlisted they will be asked to:
- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with pupils, so that they have the opportunity to share relevant information and discuss it at interview stage. The information asked for will include:
 - 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
- 4.11. The school 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 the due diligence process.

Seeking references and checking employment history

- 4.12. Chads Grove will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.
- 4.13. When seeking references the school 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 pupils and young people if they are not currently working with them
 - 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

- 4.14. The panel will meet prior to the interview to
- Consider issues to explore with the candidate and who will lead that element of the questioning
 - Agree the assessment criteria
 - Take the opportunity to review application forms and references
- 4.15. When interviewing candidates, the panel 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 pupils and young people
 - Assess the suitability of candidates for the post with special reference to working with pupils and young people, and safeguarding pupils in their care.
 - Record all information considered and decisions made
- 4.16. During the interview there will be set questions although supplementary questions may be asked by any member of the panel.
- 4.17. Names of all panel members, their role in school and which panel member has received safer recruitment training will be kept on file.

- 4.18. Panel member's notes and scores will be kept on file for 6 months and the successful candidates notes will be kept in their personnel file.
- 4.19. Normally interview panels will consist of at least three people. At least one member of the panel will have completed the Safer Recruitment training and at least one member of the panel will be a Governor of the school.

Pre-appointment Vetting Checks

- 4.20. Chadsgrove 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.

5. New staff

- 5.1. All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, Chadsgrove 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). The school will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. The school will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed it 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. The school will keep a copy of this verification for the duration of the member of staff's employment and for at least 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
- 5.2. Chadsgrove School 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 it is determined that an individual falls outside of the scope of these regulations and such checks are not carried out, the school will retain a record of its' assessment on the individual's personnel file. This will include the evaluation of any risks and control measures put in place, and any advice sought.
- 5.3. **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 pupils; or
 - Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with pupils and young people; 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

6. Existing staff

- 6.1. In certain circumstances Chadsgrove 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 pupils; 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

6.2. Chadsgrove will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- It believes the individual has engaged in [relevant conduct](#); or
- It believes 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
- It believes 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

7. Agency and Third-party Staff

7.1. Chadsgrove will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that it would otherwise perform. The school will also check that the person presenting themselves for work is the same person on whom the checks have been made.

8. Contractors

8.1. Chadsgrove 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 pupils

8.2. Chadsgrove will obtain the DBS check for self-employed contractors. The school will not keep copies of such checks for longer than 6 months.

8.3. Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

8.4. Chadsgrove will check the identity of all contractors and their staff on arrival at the school.

8.5. For self-employed contractors such as music teachers or sports coaches, Chadsgrove 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 the school decides that an individual falls outside of the scope of these regulations and it does not carry out such checks, it will retain a record of the assessment. This will include the evaluation of any risks and control measures put in place, and any advice sought.

9. Trainee/Student Teachers

9.1. Where applicants for initial teacher training are salaried by Chadsgrove School, it will ensure that all necessary checks are carried out.

9.2. Where trainee teachers are fee-funded, the school 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 and young people.

- 9.3. In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

10. Volunteers

10.1. Chadsgrove 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. The school 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 the school decides that an individual falls outside of the scope of these regulations and does not carry out such checks, it will retain a record of the assessment. This will include the evaluation of any risks and control measures put in place, and any advice sought

11. Ex-Offenders

- 11.1. Chadsgrove is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s) and appropriate advice will be sought from the DBS Service within Worcestershire Local Authority in such cases.
- 11.2. All positions within Chadsgrove are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered “spent”, when applying for a position at the School. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.
- 11.3. Chadsgrove is aware that it is discriminatory to use disclosed information for the purposes of shortlisting. Criminal background self-disclosures are not considered by the short listing panel until the short list has been agreed and self-disclosures are, therefore, only considered for short listed candidates. The school ensures that applicants are provided with a mechanism for submitting criminal background self-disclosures in a format separate from the application form if they choose to do so in order to ensure that the self-disclosure remains confidential until the short listing panel has identified the short list of candidates.
- 11.4. It is unlawful for the School to employ anyone who is barred from working with pupils and it is a criminal offence for any person who is barred from working with pupils to attempt to apply for a position at the school. Chadsgrove will make a report to the Police and/or the DBS if:
- It receives an application from a barred person
 - It is provided with false information in, or in support of an applicant's application
 - It has serious concerns about an applicant's suitability to work with pupils

12. Governors

- 12.1. 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.
- 12.2. All Governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

13. Staff Working in Alternative Provision Settings

- 13.1. Where Chadsgrove places a pupil with an alternative provision provider, it will obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that the school would otherwise perform.

14. Adults who Supervise Pupils on Work Experience

- 14.1. When organising work experience, Chadsgrove will ensure that policies and procedures are in place to protect pupils from harm.
- 14.2. Chadsgrove will also consider whether it is necessary for barred list checks to be carried out on any individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity. It is extremely rare for pupils under 16 to carry out work experience outside of Chadsgrove.

15. Pupils Staying with Host Families

- 15.1. Should Chadsgrove make arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), the school will request enhanced DBS checks with barred list information on those people.
- 15.2. Should Chadsgrove organise such hosting arrangements overseas and host families cannot be checked in the same way, the school will work with partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

16. Recording Information

- 16.1. Chadsgrove School records all information on the checks carried out on the school's Single Central Record (SCR). The Single Central Record is managed by Jacqueline Pitt, School Business Manager.
- 16.2. Copies of these checks, where appropriate, are also held in individuals' personnel files.
- 16.3. Chadsgrove follows requirements and best practice in retaining copies of checks, as follows.
- The school stores disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which is restricted to those staff with authorised access. The school is in the process of transferring all information to secure electronic storage on the school network
 - The school does not retain disclosure information or any associated correspondence for longer than is necessary, but with due regard for safeguarding requirements to evidence the security of the school's procedures. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question and the unique number issued by the DBS.

17. Monitoring and Review

- 17.1. The Head Teacher, Deputy Head Teacher and School Business Manager monitor the implementation of this policy, including ensuring that it is updated to reflect the needs and circumstances of the school.
- 17.2. This policy will be reviewed every two years.
- 17.3. The Governing Body is responsible for approving this policy.

18. Linked Policies

- ECT Induction (Policy Number 20)
- Low Level Concerns (Policy Number 23)
- External Agency Staff working in Chadsgrove (Policy Number 34)
- Volunteers (Policy Number 47)
- Performance Management (Policy Number 61)
- Safeguarding and Child Protection (Policy Number 73)
- Disciplinary procedure (Policy Number 83)
- Data Protection (Policy Number 84)
- Managing the Unsatisfactory Performance of Support Staff (Policy Number 92)
- Capability procedures (Policy 93)
- Code of Conduct (Policy 100)