

Donnington Wood Infant School & Nursery



Recruitment Policy and Procedures

Date of Policy Creation	Sept 2021	Named Responsibility	Headteacher – Mrs C Boddy
Date of review completion	Oct 2021	Named Responsibility	Finance & Personnel Committee
Inception of new Policy	Oct 2021	Named Responsibility	Mrs C Boddy
Date of Policy Adoption by Governing Body	Oct 2021		

Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Donnington Wood Infant School and Nursery is committed to safeguarding and promoting the welfare of all pupils in its care. The school expects all staff, governors and volunteers to share this commitment.

Aims

The aim of this policy is to help deter, reject or identify people who might be unsuited to working with children by having appropriate procedures for appointing staff.

The aims of the school's recruitment policy and procedures are:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2021 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

The school will maintain a position in which at least one 'recruiter' has successfully received accredited training in safe recruitment procedures. A person who has received Safer Recruitment training will be on each interview panel. The following staff and governors have received Safer Recruitment Training:

Caroline Boddy (Headteacher & Governor)

Sarah Pitt (Deputy Headteacher)

Amanda Hannington (Assistant Headteacher & Governor)

Catherine Coltman (Chair of Governors)

John Jones (Vice-chair of Governors)

Employees and Governors involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The recruitment and selection process steps outlined below are based on part 3 of Keeping Children Safe in Education (2021) 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

We use Telford & Wrekin standard application forms for all job applications.

The application form 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)

The application form contains questions about academic qualifications, full employment history and suitability for the role. In addition all applicants are required to account for any gaps or discrepancies in employment history.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will not be accepted.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

The job description and person specification will be available for all candidates when completing an application form.

Shortlisting

Our shortlisting process will involve at least two people and will:

- be against the person specification for the post

- 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

References

References for short-listed applicants will be sent for immediately after short-listing. The deadline for return of references will be before the interviews so that any discrepancies can be probed during the interview stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

The school does not accept open references, testimonials or references from relatives.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

Where necessary, we will resolve any additional concerns before any appointment is confirmed

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School.

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Interview and selection

All vacancies will require an interview of short-listed candidates.

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

The interview process will

- explore the applicant's ability to carry out the job description and meet the person specification
- enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).
- Explore any potential areas of concern to determine the candidate's suitability to work with children
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Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

Pre-appointment vetting checks

In accordance with the recommendations set out in KCSIE the school carries out a number of pre-employment checks in respect of all prospective employees. 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.

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks.

All successful applicants are required to :

- provide proof of identity;
- complete an Enhanced DBS application with Children's Barred List check and receive satisfactory clearance. It is the school's policy that the DBS disclosure **must be** obtained before the commencement of employment of **any** new employee. 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
- have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable;
 - For all staff, including teaching positions: criminal records checks for overseas applicants
 - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked
- pass a prohibition from teaching check;
- pass a prohibition from management roles (Section 128) check where applicable;
- provide actual certificates of professional qualifications, as deemed appropriate by the school;
- to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role;
- 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

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.

Single central record

Schools and colleges must maintain a single central record of pre-appointment checks, referred to in the Regulations as the register and more commonly known as the single central record.

The single central record must cover all staff, including teacher trainees on salaried routes, agency and third-party supply staff, even if they work for one day. It will also cover volunteers, governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, eg sports coaches etc.

A designated Governor will be responsible for auditing the Single Central Register termly.

Dealing with convictions

The school operates a formal procedure if a DBS Certificate is returned with details of convictions. This will follow Telford & Wrekin 'Vetting procedures' and will be carried in conjunction with Telford & Wrekin HR Services

Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS.

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 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

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 disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the school

- 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

It is the school's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the school for three consecutive months or more.

In addition the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

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.

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008).
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

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.

Glossary of terms

Secretary of State Prohibition Orders (teaching and management roles)

Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England.

A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency (TRA). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be made using the Teaching Regulation Agency (TRA) website. This will occur before any firm offer of employment is made.

Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The school is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity".

The school is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Safer Recruitment Checklist

Safer Recruitment Policy updated and monitored on a regular basis	
Consistency in recruitment procedures applied to all categories of employment	
Use of application Form	
Use of Job Description & Person Specification	
Referees asked to specifically comment on suitability of applicant	
Two written references taken up	
One member of panel to examine references prior to interview	
References to be obtained for volunteers/supply/agency staff	
Questions asked on applicants child protection awareness	
Explanation of gaps in employment	
Proof of identity sought – originals not copies	
Academic qualification checked – originals not copies	
Medical clearance prior to employment	
No employment until DBS Certificate has been completed and original disclosure received	
Above checks applied as appropriate to Overseas staff, supply/agency staff/gap/volunteers	
Panel interviews undertaken	
Formal induction programme undertaken	
Child Protection training / issue of Child Protection policy, Code of Conduct and Part One of KCSIE to new employee	