

September 2017

## 1 Introduction

- 1.1 This document sets out the parameters and responsibilities of all staff within the Focus-Trust in relation to recruiting and vetting staff, contractors or volunteers.
- 1.2 We will comply with statutory regulations and safer recruitment best practice. At the time of adoption the core, statutory guidance used:
  - Working Together to Safeguard Children (2015 HM Govt.)
  - Keeping Children Safe in Education (2016 Dept. for Education)
  - Prevent duty: Departmental advice for schools and childcare providers (2015)
  - Statutory framework for the early years foundation stage (DfE, 2017)

## 2 Related documentation

- 2.1 This document should be read in the context of the Trust's Safeguarding and Child Protection Policy and Disclosure and Vetting policy.

## 3 Context of safer recruitment

- 3.1 Safeguarding begins with safer recruitment. We use management processes that help deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them. Making safeguarding an integral factor in HR management is an essential part of creating safe environments for children.
- 3.2 The measures described in this policy will be applied in relation to:
  - everyone who works at or within a Focus-Trust academy, including those who may not have direct contact with children as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence in the setting. This includes workers not on the payroll, e.g. staff employed by contractors and unpaid volunteers; and
  - everyone who works for the Focus-Trust and has a role visiting academies.
- 3.3 This policy is not a comprehensive guide to recruitment and selection or employment issues. It does not cover all the issues relevant to that subject. It is not a substitute for training in those areas, or in interviewing and assessment techniques. Staff who recruit and select staff and volunteers will need appropriate training as well as support and advice to ensure their practice satisfies the requirements of employment law.

## 4 Safer Recruitment Training

- 4.1 The academy Principal and at least one governor must have completed Safer Recruitment training. (Note this is not a statutory requirement but a Trust requirement)
- 4.2 Every interview panel for an academy-based post must include at least one member that has attended safer recruitment training. Training must be accredited by NSPCC or a recognized provider.

## 5 Elements of Safer Recruitment

- 5.1 Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to

safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. Main elements of the process include:

- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children;
- ensuring that the person specification includes specific reference to suitability to work with children;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies;
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post;
- verifying the successful applicant's identity;
- verifying that the successful applicant has any academic or vocational qualifications claimed;
- checking his or her previous employment history and experience;
- verifying that s/he has the health and physical capacity for the job;
- checking whether the candidate has been barred from working with children or (for teachers) placed on the NCTL Prohibited list; and
- ensuring that the candidate has an enhanced DBS disclosure.

5.2 It is important not to rely solely on external checks to screen out unsuitable applicants. Those checks are an essential safeguard, but they will only pick up those abusers who have been convicted, or have come to the attention of the police, or who have been prohibited from working with children. Many individuals who are unsuited to working with children will not have any previous convictions or cautions; hence the importance of rigorous recruitment processes.

5.3 The Focus-Trust uses a checklist to sign off each stage of the process. This is filed as a permanent record at the end of the process. Completion of this checklist will fulfill the requirement to maintain a record of the recruitment and vetting checks which have been undertaken as specified in this guidance. (See appendix 1)

## **6 Policy statement**

6.1 'The Focus-Trust is committed to safeguarding and promoting the wellbeing of children and expects all staff and volunteers to share this commitment.'

6.2 The statement above should be included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training

## **7 Interviews**

7.1 The selection process for people who will work within the Focus-Trust should always include a face-to-face interview even if there is only one candidate. At the interview, the identity of the successful candidate will be checked thoroughly to ensure the person is who he or she claims to be, and the successful candidate will be required to complete an application for a Disclosure straight away. Consequently, all candidates should be

instructed to bring with them documentary evidence of their identity that will satisfy requirements.

## **8 Involving pupils**

8.1 We are committed to involving pupils in the recruitment and selection process where appropriate.

## **9 Pre-appointment checks**

9.1 An offer of appointment to the successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks, including the following:

- verify candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available;
- obtain a certificate for an enhanced DBS check with barred list information where the person will be engaging in regulated activity;
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- 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 physical and mental fitness to carry out their responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- verify the person's right to work in the UK and retain a copy of the evidence in their personnel file;
- if the person has lived or worked outside the UK, make any further appropriate checks, including a police check / certificate of good conduct (where available) and/or references from the relevant country; and
- verify and retain a copy of professional qualifications, as appropriate.

9.2 Where available, references should be checked by one panel member prior to interview in order to ascertain that there are no safeguarding considerations which have been identified by referees.

9.3 All checks should be:

- confirmed in writing;
- documented and retained on the personnel file; and
- followed up where they are unsatisfactory or there are discrepancies.

## **10 Post Appointment: Induction**

10.1 There will be an induction programme for all staff and volunteers newly appointed to the Focus-Trust, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

10.2 The induction programme will include information and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare, e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and local child protection and safeguarding procedures;

- safe practice and the standards of conduct and behaviour expected of staff and pupils
- how and with whom any concerns about those issues should be raised; and
- other relevant personnel procedures e.g. disciplinary, capability and whistleblowing

10.3 In addition, all new appointees will be required:

- To follow all Trust and academy policies with regard to safeguarding and child protection
- Read at least Part one and Annex A of Keeping Children Safe in Education (Sept. 2016) and the academy's safeguarding and child protection policy and procedures

## 11 Recruiting and vetting checks

- 11.1 All staff appointments will be subject to an enhanced disclosure from the DBS and a barred list check in line with current legislation. This requirement will also apply to all supply staff, volunteers who are in regulated activity and some contractors.
- 11.2 The Trust has a legal duty to ensure that all adults – whether employees or volunteers – involved in overnight or residential activities have an enhanced DBS disclosure and barred list check.
- 11.3 If the successful candidate is registered with the DBS Update service, they must present the original certificate to the Principal or HR who will verify identity again and undertake an online status check. The screen print will be retained in the individual's personnel file. See also the Trust's Disclosure and Vetting policy for more information on status checks.

## 12 Supply Staff

- 12.1 The Focus-Trust will expect supply agencies to comply with Safer Recruitment techniques and we will seek written confirmation from each agency to this effect. We will require evidence that a DBS disclosure has been completed for each agency worker alongside a barred list check if that worker is in regulated activity. In addition, we will seek to verify the identity of each agency worker when they arrive on site.

<b>Related documents</b>	Focus-Trust Safeguarding and Child Protection Policy Sept 2017 Keeping children safe in education (DfE 2016)
<b>Date for implementation</b>	08.05.14
<b>Approved by</b>	Trust Board – 02.05.14
<b>Reviewed</b>	September 2017
<b>Date of next review</b>	September 2018 or earlier if legislation changes
<b>Distribution</b>	Academies

**Appendix 1:  
Safer recruitment checklist**

<b>Academy:</b>	
<b>Post:</b>	
<b>Successful candidate:</b>	
<b>Appointment panel:</b>	
<b>Panel member with safer recruitment certification</b>	
<b>Date:</b>	

<b>Aspect</b>	<b>Points to check</b>	<b>Signature</b>	<b>Date</b>
Planning	<ul style="list-style-type: none"> <li>• <i>Timetable decided</i></li> <li>• <i>Job description and person specification reviewed/prepared</i></li> <li>• <i>Application form ready</i></li> <li>• <i>Application pack ready</i></li> </ul>		
Advertisement	<ul style="list-style-type: none"> <li>• <i>Advert references safeguarding and vetting checks</i></li> </ul>		
Applications	<ul style="list-style-type: none"> <li>• <i>Checked for gaps</i></li> <li>• <i>Checked for anomalies/discrepancies</i></li> </ul>		
Short-listing	<ul style="list-style-type: none"> <li>• <i>Short-list against agreed criteria</i></li> </ul>		
Invitation to interview	<ul style="list-style-type: none"> <li>• <i>Refers to safeguarding and preparation required</i></li> </ul>		
References	<ul style="list-style-type: none"> <li>• <i>Sought directly from referee, asking correct questions</i></li> <li>• <i>Content of references checked against applications</i></li> <li>• <i>Issues arising from references checked</i></li> </ul>		
Interview	<ul style="list-style-type: none"> <li>• <i>Panel briefed/trained</i></li> <li>• <i>Consideration of any criminal self-disclosure made by a candidate</i></li> <li>• <i>Panel members have authority to appoint</i></li> <li>• <i>Includes safeguarding and child protection questions</i></li> <li>• <i>Candidate identity checked on arrival</i></li> </ul>		
Conditional offer	<ul style="list-style-type: none"> <li>• <i>Written offer made conditional on satisfactory completion of pre-appointment checks</i></li> </ul>		
Checks	<ul style="list-style-type: none"> <li>• <i>Identity</i></li> <li>• <i>Qualifications</i></li> <li>• <i>Permission to work in UK</i></li> <li>• <i>DBS certificate</i></li> <li>• <i>Barred list check</i></li> <li>• <i>NCTL Prohibition check (teachers only)</i></li> <li>• <i>Health declaration form</i></li> <li>• <i>Teacher ref no.</i></li> <li>• <i>QTS</i></li> <li>• <i>Statutory induction</i></li> </ul>		