



Safer Recruitment Policy

Rationale

This policy sets out the principles and procedures required both legally and morally in order to recruit the best candidate for any vacancy, ensuring that the safeguarding of students is prioritised in any decision that is made. The detail within this document is based upon the DCSF Safeguarding Children and Safer Recruitment in Education (January 2007) and sets out recruitment best practice, some underpinned by Legislation.

Why Good Recruitment and Selection Is Important

It is vital that schools adopt recruitment and selection procedures and other human resources management processes that help deter, reject, or identify people who might abuse children or are otherwise unsuited to work with them. This policy provides advice about practice that should be followed in order to achieve that.

People are our most important asset and in recognising this fact, considerable time and money is spent on recruitment and selection.

The recruitment process is often the first experience an individual has of an organisation. It is therefore important that the experience is positive.

This policy aims to assist managers and employees in the implementation of a recruitment and selection procedure which is:

- effective - attracting suitable candidates
- efficient - using the most cost-effective advertising and recruitment methods
- fair - dealing with potential and existing employees in a fair, professional and courteous manner

These processes and procedures aim to ensure, as far as possible, that the right person is selected for the job.

Although this document is intended for Schools to use when recruiting staff, it is crucial that in addition to referring to this document, the Head Teacher, Chair of Governors and at least one member of every appointment panel (as of January 2010) must have passed the CWDC Safer Recruitment Training, either by attendance at a Local Authority training session or completion of the online training.

All Schools are expected to have an explicit statement about the organisation's commitment to safeguarding and promoting the welfare of children which should be used on all recruitment material. At Redden Court this statement is:

"Our School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment"



Inspections

Inspecting safeguarding in early years, education and skills settings document (August 2016) requires inspectors to consider the safeguarding procedures within Schools. This includes recruitment procedures and processes.

Legal Requirements

The Recruitment and Selection Policy and Procedures must comply with the following Acts:

- Trade Union and Labour Relations (Consolidation) Act 1992
- Rehabilitation of Offenders Act 1974
- Local Government & Housing Act 1989
- Education Reform Act 1988
- Data Protection Act 1998
- Employment Rights Act 1996
- The Asylum & Immigration Act 1996
- Equality Act 2010

The Equality Act 2010 prohibits direct or indirect discrimination on grounds of any of the protected characteristics.

Guidance from Schools' HR must be sought before designating a post as exempt from anti discrimination legislation on grounds of statutory provisions for genuine occupational qualifications.

The Equality Act prohibits discrimination against people with disabilities in relation to offers of employment, terms of employment, promotion, training or other benefits. It requires employers to make 'reasonable adjustment' to the working environment and arrangements for people with disabilities. This could include making adjustments to equipment, duties, working hours and/or providing special support, training and facilities.

'Closed Shop' provisions introduced by the Employment Act 1990 and included within the Trade Union and Labour Relations (Consolidation) Act 1992 make discrimination in employment on grounds of membership or non - membership of a Trade Union unlawful.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (SI 1975 No. 1023) as amended by the Amendment Orders 1986 (SI 1986 Nos.1249 and 2268) provide for certain categories of persons being considered for work involving access to children, to be exempt from the main Act and subject to police checks on their criminal records before appointment. Accountants and Lawyers are also excluded categories of employment.

The Education Reform Act 1988 specifies the powers of Trustees to make decisions about the



recruitment of Schools teaching and non teaching employees.

The Data Protection Act 1998 Act which came into force in March 2000 requires computerised records of job applicants to be registered with the Data Protection Registrar and provides for subject access.

The Employment Rights Act 1996 requires a full statement of contractual conditions to be given to all employees within two months of commencement.

The Asylum and Immigration Act 1996 makes it a criminal offence for any employer to employ a foreign national, aged 16 or over, who does not have permission to work in the UK.

The Prevention of Illegal Working

A foreign national must produce satisfactory documentation proving their legal freedom to work. It is necessary to take a copy of any relevant documentation and keep it on file.

Examples of documentation that could be accepted as proof of a candidate's right to work are:

- passport [with valid current endorsement]
- Home Office letters

In the event of a prosecution for employing 'illegal' employees, it is not just the employer who could be liable. Any Head Teacher, etc. may also be called to account on a personal basis if they have been involved in the employment of 'illegal' employees.

Should you be in any doubt as to a candidate's right to work in the UK, seek advice in the first instance from Schools' HR.

Decision to recruit

Once a vacancy arises, the need to fill the post must be considered. The position should be analysed to ascertain:

- if it is essential that the post be filled
- what would be the impact on service delivery if the vacancy is frozen or the post deleted
- are there any organisational changes that might affect the post
- whether a re-allocation of duties could be achieved, making it unnecessary to fill this post
- whether the post could be filled at different hours, grade or under more flexible arrangements, e.g. job share
- whether the post should be ring fenced. (When employees are redundant or in a potential redundancy/redeployment situation a post can be ring fenced, which means that the affected employees are given the first opportunity to be considered for any new or revised jobs within the section affected). If the vacancy will only be temporary, can it be filled by another member of staff 'acting up' or under secondment



arrangements

- is there a suitable redeployee who could be considered for the post. Schools' HR holds a list of redeployees.

If the vacancy arises because of the creation of a new post the following must be considered:

- is it permanent or temporary
- limited short-term
- part-time

Positive Action In Recruitment

Although positive discrimination is unlawful, there is nothing to prevent the school from encouraging and helping under-represented groups, e.g. people with disabilities or ethnic minority groups, to apply for a job.

The following actions can be taken to encourage specific groups of people to apply for job vacancies:

- liaising with local disability groups to publicise the vacancies
- using other languages as well as English on adverts
- advertising in the ethnic press
- state in the advert that candidates from a particular group are under-represented within the school

These actions should not discourage other suitable candidates who are not in this particular group from applying, but should encourage candidates from the specific groups to apply.

From the application form it should be easy to establish that a candidate has a disability. Therefore if the candidate is short-listed they should be asked for any details of aids, adaptations or modifications that might be required to assist at the interview or to fulfil the duties of the post. This will enable the recruitment panel to make any reasonable adjustments.

Job Profile

There must be an accurate and up to date job profile available for every post. A job profile not only enables the school to be sure that the post meets its requirements, but is also essential when preparing the person profile. For the potential employee, it enables them to understand what their role would be in the organisation and will form part of their employment contract should they be appointed.

The job profile should include the purpose of the post and a summary of the main activities rather than each and every task to be performed.

A job profile is an essential tool for evaluating posts. It is important to remember this when preparing a new job profile or amending an existing one and for support staff profiles, they must



be sent to Schools' HR for evaluation.

The job description and person specification should specifically include reference to the responsibility the role has for safeguarding and promoting the welfare of children and the qualities – whether that be ability, experience, training or attitude, or a mixture of these – that the person will need to fulfil that responsibility. T

Person Profile

A person profile describes the skills, knowledge and characteristics which the candidate must possess to fill the vacant post. It is an essential part of the recruitment process, and drives the information used for:

- assessing a person's ability to undertake all the duties and responsibilities in the job profile
- advertising the post
- short-listing the candidates for the final selection process

The person profile should contain only objective and measurable criteria on which to assess the applicants. This ensures that applicants are treated solely on merit and without reference to irrelevant material that could result in direct or indirect discrimination.

Assimilation

If an employee is undertaking 65% or more of the duties of a new post in their old job, then that employee can be assimilated to the new post. There will be, in this case, no need for a selection process.

However if there are a number of employees in the same position and there is a reduction in the number of new posts then a selection process would have to be undertaken.

This rule is used almost exclusively in re-structures and re-organisations, when current posts are deleted and new posts created or posts are redesigned.

Please see Redundancy and Restructuring policy for details.

Advertising the Post

An advert is intended to attract suitable applicants to apply for a post. Therefore adverts should be clearly written and based on key aspects of the job profile and the person profile. It should enable the reader to make a judgement as to whether it is appropriate for them to apply.

An advert that is vague and refers to general functions of the post, rather than key functions and precise skills, tends to generate lots of interest from unsuitable applicants. It is important to choose wording carefully so as to avoid discrimination and also not to use terms which are difficult to test objectively. It is also best practice to include the school's policy statement with regards to safeguarding to deter unsuitable applicants.

The advert should include the following:



- post title
- salary package
- location
- key duties & functions of the post
- skills/knowledge/experience/qualifications needed to undertake the post
- whether it is a temporary or permanent contract
- if it is a job share
- closing date
- interview dates (week commencing dates are sufficient if exact dates are unknown)
- application details.
- safeguarding and equal opportunities statement

It is important to phrase adverts in such a way as to encourage applications from suitable candidates of both sexes, of all races and from people with disabilities.

Where the school has purchased the Recruitment Service from Schools' HR, the draft advert is prepared by the school and a copy is sent to Schools' HR for advice or to be advertised as submitted. Schools' HR will then arrange for the finalised version of the advert to be uploaded onto a number of websites, including Jobs Go Public, Havering.gov, haveringschoolcareers.co.uk, plus many more, free of charge to those schools who buy the services from Schools' HR. The advert will also appear in the schools weekly staff newsletter 'It's your future too'. All adverts to appear in the bulletin should be received by Schools' HR by 5pm on Thursday, weekly. Website adverts are uploaded daily.

Method of Application

An application form must be used to obtain a common set of core data from all applicants. The online application form requests the required information.

Candidate Information Pack

The pack should include (this can be uploaded to the website to accompany the advert):

- the application form, and explanatory notes about completing the form
- the job description and person specification
- any relevant information about the local authority or establishment and the recruitment process, and statements of relevant policies such as the authority policy about equal opportunities and the recruitment of ex-offenders
- the school's Child Protection Policy Statement



- a statement of terms and conditions relating to the post

Short-listing

The purpose of a shortlisting process is to decide which candidates meet the requirements of the job, i.e. those whose skills and abilities match the essential requirements of the job. It will be these candidates who are invited to attend an interview or the next stage of the recruitment process.

The short-listing process should take place as soon after the closing date as possible, and should be done by at least the two people, preferably three, who will be on the interview panel. The shortlisting should initially be undertaken separately and then a consensus reached as to the candidates to be shortlisted.

Short-listing should be an objective process. It is achieved by comparing the essential criteria on the person profile with the candidate's application form. Any candidate who meets the essential requirements should progress to the next stage of the recruitment process.

There should not be a determined number of candidates to progress to the next stage. However, if there are too many candidates, the 'desirable' requirements should then be considered in an attempt to refine the shortlist and this may reduce the number of candidates to a manageable number.

All applications should be scrutinised 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. All applications should be signed and/or the declaration box ticked in the case of online forms.

Incomplete applications should not be accepted and if possible should be returned for completion. Any anomalies or discrepancies or gaps in employment should be noted so that they can be taken up as part of the consideration of whether to shortlist. This may highlight a Safeguarding concern.

Gaps in employment, reason for leaving and the reasons for a history of repeated changes in employment without any clear salary or career progression, or mid-career move from permanent to supply teaching or temporary work, also need to be explored and verified. If you decide to shortlist candidates with such anomalies, these should be explored prior to, or at the interview.

Criteria for selection/rejection should be applied equally to all candidates. A candidate who has been rejected for a job and believes the rejection to be on the grounds of sex, race or disability, can take their case to an Employment Tribunal. If it is then shown that the selection criteria was applied inconsistently, it leaves the employer exposed to allegations of unfair and unlawful discrimination.

Where the candidate has declared a criminal caution or conviction, this information **MUST NOT** be used as a reason to not shortlist to ensure equality of opportunity. However, the disclosure can be explored at interview and a decision can then be made based on the information obtained. The DBS must be compared with the self disclosure before confirmation of appointment to ensure consistency.

The outcome of the shortlisting process must be documented, stating the reasons for selection and non selection. This can help to demonstrate that all the candidates were treated fairly and



assessed against the same criteria. The Council may be asked to produce this documentation as part of an investigation of unfair discrimination and failure to do so could weaken the employer's defence against a claim of unfair discrimination. Please see Appendix 1 for an example short-listing grid.

Where only one candidate has satisfied the shortlisting requirements, he/she can be interviewed. The relevant comparison is between the requirement of the person profile and applicant and not between the applicants. It is fair to say though, that it is unusual to interview only one candidate.

Checks before Interview

The purpose of seeking references is to obtain objective information to support appointment decisions. They should always be sought and obtained directly from the referee. Employers should not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. "To Whom It May Concern". There have been instances of candidates forging references and open references might be the result of a compromise agreement and are unlikely to include adverse comments.

Ideally references should be sought on all shortlisted candidates, including internal ones, and should be obtained before interview so that any issues of concern can be explored further with the referee, and taken up with the candidate at interview. Further to the introduction of the Equality Act 2010, references sought prior to interview should no longer request information regarding absences. A second reference requesting absence information should be sought after the conditional offer of employment has been made.

References should be sought from two referees in respect of all external candidates, one of whom should be the present employer, or the last employer if the candidate is currently unemployed or self employed.

In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage. It is up to the person conducting the recruitment to decide whether to accede to a candidate's request to postpone obtaining their references, but it is not recommended.

In any case where a reference has not been obtained on the preferred candidate prior to interview, the employer must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

When requesting references it is important to supply the referee with a copy of the job profile and person profile (the referee is asked their opinion as to the suitability of the candidate for the post).

All references are requested using the school's standard form

Upon receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The information should be compared to the application form to ensure consistency. Any discrepancy should be followed up with the candidate and any concerns raised with the referee and documented.

All references should be verified, either by ensuring that they have been returned on a



professional letterhead, or requested and returned via a credible email address. It is not good practice to accept references that have been supplied via a personal email account, nor those without a professional letterhead. In this event, it is good practice to follow this up and request proof of establishment.

Interviews

The interview is the most commonly used selection tool. The purpose of the interview is to select the most appropriate person for the job based upon an objective assessment of each candidate's skills, knowledge, experience etc. against the person profile. It is important to remember that the interview is not only about the employer assessing a potential employee but also about the candidate assessing the school as a potential employer.

It is recommended that there is a minimum of 2 people on the interview panel, the same two people who have conducted the shortlisting process and where possible the panel members should reflect diversity. For example not have an all male panel.

As of 1st January 2010, there is a statutory requirement that at least one person of every interview panel for school based posts, has undergone and successfully passed the Safer Recruitment Training, either online or by attending the Local Authority training session.

The panel should agree a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate based on the information provided in the candidate's application and references (if available). A candidate's response to a question will determine whether and how this is followed up.

Before the interviews take place it is also important to ensure that the panel members are clear on how the interviews are to be recorded, the assessment system to be used, and the intended timescale for making a decision and who will give the feedback to the candidates at the end of the process.

The environment the interviews are to take place needs to be considered carefully to avoid disturbance and interruptions. The furniture may need to be arranged to ensure that it is comfortable for all those participating and it is not intimidating for the candidate. It is also important to take into account any specific needs, for example access requirements.

There should be someone to greet the candidates when they arrive for the interview.

The questions must be designed to extract the evidence/information from the candidates to enable an assessment against the requirements stated in the person profile. All candidates must be asked the same questions to ensure equality and therefore questions must be standardised. It may be necessary to probe further in response to a candidate's reply, and this is acceptable.

Where possible, it is best to avoid hypothetical questions because they allow theoretical answers. It is best to ask competence based questions that ask a candidate to relate how they have responded to or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues, including attitude towards safeguarding. Questions specifically relating to safeguarding should also be included. Candidates should also be asked if there is anything they wish to declare in light of the requirement for a DBS disclosure, and where references are not yet obtained, references requested.



Candidates should not be asked questions about their personal circumstances or family commitments. Neither should candidates be asked about:

- their ability to understand/converse in English
- desire to return to their country of birth
- how they would react to being the only woman, man, black, white person in a team
- intentions of getting married
- plans for a family

Whilst it is not unlawful to ask questions about domestic responsibilities, how the information is used, may be.

Where a candidate is disabled, the Equalities Act does not prohibit the employer from seeking information about a disability, but it must not be used to discriminate against the candidate. A question about the disability should only be asked if it is, or may be, relevant to the candidate's ability to do the job, or for considering reasonable adjustments or monitoring purposes. Asking about the effects of a disability will be important in deciding what adjustments ought to be made.

Candidates must be given the opportunity to ask questions at the end of an interview. They should also be told when a decision will be made and how they will be notified of the outcome.

Information for Candidates

The candidates need to be informed of the time, date and location of the interviews. They should be asked to bring with them confirmation of their relevant qualifications, and proof of their right to work in the UK, as well as a second form of identity e.g. a utility bill or driving licence. Ideally a copy should be taken, although it is acceptable to indicate on the application form that they have been seen. Candidates must also be told the format of the process. For example, will they be required to attend preliminary interview, will there be tests involved before the interview. It is important to supply the candidates with as much information as possible prior to the interview, to allow them to prepare and to minimise the risk of job offers being rejected.

Candidates should be interviewed in alphabetical order unless there are travelling or there are domestic difficulties. Internal candidates should be interviewed consecutively if possible. All candidates should be allotted the same period of time.

It may be helpful if candidates are able to visit the work area before the interview. To ensure that all candidates have the same opportunity and receive equal treatment any arranged visits should be with the same designated officer.

Tests

To encourage a wider range of evidence to support demonstration of competence, a test may be appropriate to support any selection decision. Any test must be considered to ensure it demonstrates key abilities and requirements that are identified in the person specification and/or job description.



Selection Decision

The final selection decision must be made on merit and based upon the information gathered from the whole recruitment process, which includes the application form, interview(s) and any tests that the candidates have been required to do.

The selection decision is made, as to the candidate who best meets the criteria that has been specified in the person profile. The job should be offered to the candidate who meets all essential requirements. If there is more than one candidate who meets the essential requirements then the desirable requirements must then be taken into account.

The selection must be done objectively based on the evidence gathered throughout the process. The panel members need to record their own decisions and then come to a consensus of opinion and record the panel's decision. The school may find that a decision is challenged so objectivity must be evidenced and recorded in writing.

The tests should be assessed and included in the overall assessment.

Under the Equality Act 2010, the school must assess a disabled candidate's merits as they would be, if reasonable adjustments required under the Act had been made. If after allowing for the adjustments, the disabled candidate is not the best person for the job then they need not be selected.

Employment Offer

An oral offer of appointment can be made subject to medical clearance, satisfactory references and DBS if applicable. Care must be taken when making offers of appointment as anything said may be contractually binding.

Candidates offered appointments, subject to medical clearance and satisfactory references, must be advised that they should not resign from their current employer until they have received confirmation that satisfactory reports/references have been received. This offer should be confirmed in writing.

All appointments are subject to an Enhanced DBS check.

The unsuccessful candidates should be notified in writing as soon as the interview panel has made its decision and the successful candidate has accepted the offer of appointment. The unsuccessful candidates should be offered feedback as to why they failed to be appointed.

All employees should be supplied with a contract of employment and employment terms within 8 weeks of commencement of service, in accordance with employment legislation.

There should be no discrimination in the terms offered to disabled applicants, but reasonable adjustments can be made to the contract, e.g. standard hours may be reduced or rearranged where the disabled person has difficulty with public transport.

Medical clearance

Anyone appointed to a post involving regular contact with children or young people must be medically fit (see the Education (Health Standards) (England) Regulations 2003). It is the statutory responsibility of employers to satisfy themselves that individuals have the appropriate



level of physical and mental fitness before any appointment is confirmed.

The Equality Act October 2010 has made it illegal to ask for medical or sickness absence data prior to an offer of employment being made nor can information around sickness absence cannot be requested from current or previous employers. Therefore, a medical questionnaire must be completed by successful candidates once they have been made an offer of employment – including verbal. From this questionnaire the Medical Officer for the school's Occupational Health provider will decide whether a medical examination is necessary.

When a candidate is offered a post they must be told that they should not resign before being informed that they have been medically cleared.

Letters of appointment may be issued prior to medical clearance providing it is made plain that the offer of appointment is "subject to a satisfactory medical report" but new employees must

Verification of qualifications and/or professional status

Employers must always verify that the candidate has actually obtained any qualifications legally required for the job and claimed in their application e.g. asking to see the relevant certificate or diploma, or a letter of confirmation from the awarding institution. If original documents are not available, employers should see a properly certified copy.

All teachers must be registered with the General Teaching Council (GTC), even if they do not hold QTS, for example instructors, overseas qualified teachers etc.

Disclosure of Criminal Background

All school based staff must undergo a DBS check. This includes all teachers, support staff, applicants for teacher training courses and trainee teachers (NQTs and GTPs).

Staff that move between Havering schools will not be subject to a DBS recheck so long as they satisfy the criteria;

- their current DBS check (undertaken by their previous LBH school) is less than three years old.
- They have not had a break in service between schools.
- They are moving to a role of similar responsibility. Head Teachers moving between schools will need to be re-checked.
- Their previous Head Teacher has raised no specific concerns in relation to their conduct.

This will include GTP staff that have been appointed to a different school (other than where their placement has been) at the end of their training.

It is, however, at the discretion of the Head Teacher if they wish to re-check a member of staff who is transferring from another Havering school, though it is not a requirement of LBH.



Supply Staff and Invigilators

It is recommended that all internal supply staff and invigilators should be subject to a DBS check. With regard to agency supply staff, schools should make sure they see evidence that these have an up to date DBS check. It is strongly recommended that supply agencies are used with the Government Charter Mark. This Quality Mark is only awarded to supply agencies that have undergone rigorous vetting to ensure their policies and procedures meet quality safeguarding standards set by the DFE. It is an Ofsted requirement that schools employing supply teachers through an agency must obtain a letter from that relevant agency, confirming that all relevant checks, including up to date DBS checks have been undertaken. The school will ask to see a copy of the DBS certificate to ensure that there are no convictions leading to any safeguarding concern. The DBS number and name of individual plus a copy of their ID will be retained on file for any future visits.

Volunteers

Volunteers that have access to students will be asked to complete a DBS check. They are not to be left unaccompanied with students until there is DBS clearance.

Contractors

The Head Teacher must ensure that a contractor has carried out a DBS check on all their staff that have contact with pupils. Such checks can be carried out through a registered 'umbrella body'.

Wherever possible, contract work should be arranged so that the contract workers have no direct contact with children. Discussions should take place with the management of the company contracted to carry out the work. The company should assume the responsibility for ensuring that their staff are aware of the guidelines set within the school about contact with the pupils and that they do not have an unsuitable criminal background. The contractor will need to agree not to use anyone the authority or establishment advises to be unsuitable. Particular attention should be given to the monitoring of access of such visitors who are undertaking work on the site.

Overseas Candidates

The DBS does not have access to overseas criminal records although some limited data may be held in respect of people who have substantial periods of overseas residence. However some countries do provide their citizens with certificates of good conduct to give to prospective employers.

The DBS can only access criminal records (convictions, cautions, reprimands and warnings) held on the Police National Computer in England, Wales and those recorded from Scotland. If an individual is recruited from overseas, a DBS Disclosure may not provide a complete picture of their criminal record that may or may not exist. The DBS has set up a dedicated advice service to help in these cases. ***Overseas Enquiry Line Phone 08700 100 450***

Governors

Redden Court School imposes that Governors are subject to a DBS check.



The school will receive notification of the return of the DBS certificate. The school ensures the certificate is viewed before any duties are undertaken.

In the event that the disclosure shows additional information, HR will discuss this with the Head Teacher/ Recruiter. The Head Teacher/ Recruiter will need to make a decision as to whether to confirm a job offer or to invite the applicant for further discussion.

A check as to the existence and content of a criminal record should generally be requested after a person has been selected for appointment, but before he or she takes up a position.

Normal recruitment procedures, i.e. taking up of references etc., should not be held up because of the requirement to undertake a DBS check.

The candidate should be advised that if the DBS check reveals any conviction, caution or charge which has not been disclosed, or where offences have not been honestly or correctly disclosed, this could lead to their summary dismissal. All information on the returned DBS disclosure should be checked against the self disclosure on the application form.

While any conviction etc. disclosed by the DBS check will be discussed with the individual concerned, the actual DBS Check, whether positive or negative, should not be retained on the individual's personal file, although reference to a DBS Check having been undertaken should be recorded. It should be noted that the Police are indemnified against any liability or civil claim arising from the provision of such information, and, in any event, they will only confirm that the subject of the check appears to be identical with the person whose record of previous convictions has been supplied.

All information on the self disclosure (requested on the application form) and the returned DBS disclosure should be compared. Ultimately, it is down to professional judgement as to whether the contract of employment is confirmed, however, all information should always be considered in terms of:

- the nature of the offence
- how long ago it occurred
- circumstances surrounding the offence
- whether it was a 'one off' or part of a history
- changes in the candidates circumstances
- remorse
- de-criminalisation
- country of conviction/caution
- whether it was an allegation or conviction

Current DFE guidance states that the Head Teacher is still able to exercise their discretion to allow a member of staff to start in school prior to the receipt of a satisfactory DBS Disclosure.



This is as long as all other pre-employment recruitment checks have been carried out and an appropriate risk assessment undertaken. This should only be in situations where the DBS has not been able to process the disclosure prior to the staff members' appointment date. It is, however, strongly recommended that no member of staff commences work until a satisfactory DBS Disclosure has been received.

Single Central Record of Recruitment and Vetting Checks

In addition to the various staff records (see Data Protection Guidance document) which are kept as part of normal business, schools must also keep and maintain a single central record of recruitment and vetting checks.

Within the Inspecting safeguarding in early years, education and skills settings guidance from Ofsted (August 2016), schools will be inspected on their Single Central Record of Recruitment and Vetting checks.

Schools and FE colleges must have a record of the following people:

- All staff who are employed to work at the school and those staff in FE colleges providing education; and
- All staff who are employed as supply staff to the school or as supply staff providing education to the FE college, whether employed directly by the school, FE college or local authority or through an agency.

The record should also include all others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach or artist.

For the purposes of creating the record of checks for supply staff provided through a supply agency (whether local authority or commercial), the school will need written confirmation from the supply agency that it has satisfactorily completed the checks. The school does not need to carry out or see the checks itself except where there is information contained in the DBS Disclosure. However, identity checks must be carried out by the school to confirm that the individual arriving at the school or FE college is the individual that the agency intends to refer to them.

The central record must indicate whether or not the following have been completed:

- Identity checks
- 2 References
- Medical Check
- Prohibition Check
- Barred List Check
- Disqualification by Association.
- Qualification checks for any qualifications legally required for the job e.g. those posts



where a person must have QTS and/or NPQH. Additionally, for those applying for teaching posts, registration check with the GTC where appropriate;

- Checks of right to work in the United Kingdom;
- List 99 checks
- DBS Enhanced Disclosure
- Further overseas records checks where appropriate

The record must also show the date on which each check was completed or the relevant certificate obtained, and should show who carried out the check.

Review:

This policy will be reviewed annually and amended as necessary.

Date of this policy: 15th May 2015

Last review date: 15th May 2017

Next review date: 15th May 2018

Review by: Mr J Barrett, School Business Manager

Signature of Head Teacher:.....

Date: 17/5/17

Signature of Chair of Governors:.....

Date: 23/5/17