



St Christopher's School
(Including EYFS, Before & After School Care & Clubs)

Safer Recruitment Policy

1. Introduction

This Safer Recruitment Policy forms part of a wider whole school commitment to safeguarding and promoting the welfare of the children in our care.

- 1.1 St Christopher's School ("the School") wishes to attract the best possible applicants to vacancies. The School aims to identify and reject applicants who are unsuitable to work with children.
- 1.2 The School wishes to recruit and retain the highest calibre of employees who will support the whole school commitment to safeguarding. The School is committed to being a supportive employer and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.
- 1.3 The School adopts and implements measures set out in the statutory guidance *Keeping Children Safe in Education (September 2019)*.
- 1.4 The School and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.
- 1.4 As an organisation using the Disclosure and Barring Service, the School complies fully with the DBS Code of Practice. The School uses Atlantic Data as an umbrella company for processing and checking DBS disclosures.

2. Roles and Responsibilities

- 2.1 It is the responsibility of the Governing body to:
 - Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with legal requirements.
 - Monitor the School's compliance with them.
- 2.2 It is the responsibility of the Headteacher, Bursar and other managers involved in recruitment to:
 - Ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School
 - To monitor contractors' and agencies' compliance with this document.
 - Promote welfare of children and young people at every stage of the procedure.
- 2.3 It is the responsibility of the Bursar to maintain the Single Central Register, which is subject to termly checks by the Headteacher and Chair of Governors who will submit a report to the governing body.

3. Advertising vacancies

3.1 All adverts will contain the following statement:

"St Christopher's School is an equal opportunities employer and we welcome applications from all sections of the community. We are committed to safeguarding and promoting the welfare of children and successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974."

Whilst the exact wording of the statement may need to be changed from time to time, it will always clearly demonstrate the School's commitment to safeguarding and promoting the welfare of children. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

- 3.2 To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails placing on the school website and an external advertisement.
- 3.3 A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role and include a specific reference to suitability to work with children.

4. Applications, Shortlisting and References

- 4.1 The School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their 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. A *curriculum vitae* will not be accepted instead of an application form.
- 4.2 Shortlisting will be carried out on the basis of a close match between the job description and the information on a candidate's application form, especially with regard to qualifications, experience and potential to contribute to the School's co-curricular activities.
- 4.3 Internal candidates will be treated no more or less favourably than external candidates.
- 4.4 Wherever possible, references will be taken up before the interview stage, so that any discrepancies can be discussed at interview. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made.
- 4.5 Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact by phone or face-to-face will be undertaken with each referee to verify the reference. The School will not accept open references or testimonials provided by a candidate.
- 4.6 Referees will be asked about a candidate's suitability for the post, as well as the candidate's suitability for working with children.

- 4.7 The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment [more guidance for schools from the DfE on this can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf].

5. The Selection process

- 5.1 Shortlisted applicants will be invited to attend an interview. Interviews will always be face-to-face.
- 5.2 Candidates attending interviews for teaching roles will always be observed teaching a lesson. Details of the year group and lesson theme will be given to the candidate prior to the day of interview. In addition, candidates will be given the contact details of a relevant member of School staff who can help them with any queries regarding the observed lesson.
- 5.3 Any information concerning past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.
- 5.4 Candidates will always be required to demonstrate their awareness of safeguarding and child protection.
- 5.5 All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be held for no longer than 6 months before being destroyed.
- 5.6 At least one member of the interview panel will hold a current safer recruitment qualification.

6. Pre-employment checks

6.1 Newly Appointed Staff

Any offer of appointment made to a successful candidate in paid or voluntary work, including one who has lived or worked abroad, is conditional on satisfactory completion of the necessary pre-employment checks, which are to;

- **Receipt of at least two satisfactory references (if these have not already been received);**
- Verify a candidate's identity and address by viewing original documents (passport, driving license and a recent utility bill or bank statement (dated within the last 3 months));
- Obtain a certificate for an enhanced DBS check which will include barred list information, for those who will be engaging in regulated activity (see Appendix 1);
- Obtain a separate barred list check, whenever this is required. This is an absolute requirement should the school accept a DBS check from another employer/organisation or should the employee start work before the DBS certificate has been seen;
- Where a candidate has a registered portable DBS, verify that it is current and carry out a separate barred list check
- Verify the applicant's right to work in the UK, take, and retain on file a copy of the appointed person's passport. See advice on GOV.UK website;
- Ensure that a candidate has the health and physical capacity for the job, as described in the job specification;

- If the person has lived or worked outside of the UK, such checks and confirmations as the School may considered appropriate so that any relevant events that occurred outside the UK can be considered; See Home Office guidance on *criminal record checks for overseas applicants & DfE guidance on the employment of overseas-trained teachers*.
- Verify academic or vocational qualifications, as required by the job specification
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
 - Planning and preparing lessons and courses for pupils
 - Delivering and preparing lessons to pupils
 - Assessing the development, progress and attainment of pupils
 - Reporting on the development, progress and attainment of pupils;
- Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department; and
- For a candidate that has lived or worked outside the UK, an EEA check using the TRA (Teacher Regulatory Authority) system for information about any teacher sanction or restriction.
- Include, when required, a self-declaration in respect of the Childcare Disqualification Regulations.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and layout of the School.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

6.2 Existing Staff

The school takes its responsibility to safeguard children very seriously and any staff member who is aware of anything that may affect his/her suitability to work with children must notify the Headteacher immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive and all staff will be asked to complete an annual declaration form. If there are concerns about the suitability of an existing staff member to work with children, or a person moves to work in regulated activity, having previously worked in unregulated activity, then all relevant checks must be carried out as if the person were a new member of staff.

6.3 Checks on Individuals who have Lived or Worked Abroad

Newly appointed staff that have lived or worked abroad must first undergo the same check as for all other staff in the school. In addition, further appropriate checks must be undertaken due to the person having lived outside the United Kingdom and extra care taken when taking up references.

6.4 **Volunteers**

Volunteers who regularly teach or look after children on an unsupervised basis are working in regulated activity; the school will obtain a barred list check and an enhanced DBS check

If the volunteer is not in regulated activity the Headteacher should undertake a risk assessment and use their professional judgement and experience when deciding whether to require an enhanced DBS check. The Headteacher should consider:

- what the school community already knows about the volunteer, including formal and informal information from staff, parents and other volunteers and;
- if the volunteer has other employment or voluntary experience that is likely to produce suitable references
- any other relevant information about the volunteer or the work they are likely to do

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

6.5 **Governors**

The Chair of Governors must always have an enhanced DBS check, countersigned by the Secretary of State. It is not a statutory requirement for all Governors to have an enhanced DBS check. It is the policy of St Christopher's school for all Governors to have DBS and barring list checks and, upon appointment, Governors give written confirmation that there is no reason for them not to be appointed.

6.6 **Supply Staff**

St Christopher's School only employs supply staff who have enhanced DBS (and an unbroken service record of less than 3 months), barred list and prohibition checks.

Agencies who supply staff to the School must complete the same checks for their employees as the School completes for its own staff and volunteers. The School will obtain written confirmation that these checks have been carried out and details of the DBS enhanced certificate before agency or third-party staff start work on the School site.

The School will verify that the person presenting themselves for work is the same person on whom the checks have been made and must be shown photographic identification (passport, driving license) and the original DBS certificate. Agency staff must wear identity badges at all times they are in School.

The Bursar will update the Single Central Register accordingly.

6.7 **Work Experience Students and Long-Term Training Placements**

It is not necessary to obtain a DBS enhanced disclosure for secondary pupils undertaking voluntary work or work experience in schools. However, we ensure that visitors sign in and out, and are escorted while on the premises by a member of staff. The student should present photographic ID (passport or school ID badge) on arrival.

On their first day in School, students who are required to work with children as a necessary part of a training course, e.g. student teachers, nursery nurses etc., must provide photographic identification (passport or driving license) and their original DBS certificate to the Bursar, who will complete a supply/student check form and update the Single Central Register accordingly.

6.8 Specialist External Instructors

St Christopher's School requires all external specialists or instructors who come into School and have unsupervised or regular contact with children to have an enhanced DBS disclosure with barred list check. They must show the Bursar their enhanced DBS disclosure before commencing at St Christopher's and show proof of photo identification (passport or driving license). Where an external instructor (such as After School Club coaches) are visiting on a regular basis, their employer must complete the form provided by the school stating that all the appropriate checks have been carried and when this was done. The instructor must also complete a self-declaration in respect of the Childcare Disqualification Regulations. The Bursar will update the Single Central Register accordingly.

6.9 Visitors and Volunteers who do not need DBS Checks

- people visiting the Headteacher or other staff who only have brief, supervised contact with children
- visitors or contractors who carry out emergency repairs or service equipment, and who will not be left unsupervised on the premises
- volunteers who accompany staff and children on one-off outings or trips that do not involve overnight stays or who help at one-off events, such as a sports day, school fair or open day
- people on site before or after the school day, when children are not present
- secondary school children under the age of 16 on work experience placements

6.10 Contractors

Where possible, the school avoids having contractors working on the premises whilst pupils are on site. In the event of an emergency call-out, any contractors working on site must be supervised by the Premises Manager, or other designated member of staff, at all times and unsupervised contact with children is not permitted.

6.11 **All checks must be complete before an individual starts work, with the exception of a DBS check. It is preferable for an enhanced DBS check to have been completed before employment commences. In certain circumstances, a person may start work while an application is being processed; providing they are appropriately supervised and all other checks have been completed. This decision is at the discretion of the Headteacher or Chair of Governors**

6.12 The School recognises that it has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

7. Induction and Child Protection Training

7.1 Prior to starting work staff must read the documents listed below and sign to confirm that they have read them:

- Staff Code of Conduct Policy
- Health and Safety Policy
- e-Safety Policy
- Mobile Phone Acceptable Use Policy
- Safeguarding & Child Protection Policy
- Keeping Children Safe in Education 2019 (Part 1)
- Behaviour Policy
- Whistleblowing Policy

All staff who are new to the School will receive child protection induction training that includes:

- The name of the School's Designated Safeguarding Lead (DSL) and deputy DSL
- The School's Safeguarding & Child Protection Policy
- The School's Staff Code of Conduct Policy
- Keeping Children Safe in Education 2019 (Part 1)
- Safeguarding induction with the DSL or deputy DSL

Induction will also include training on what to do if a child is missing from school, especially on repeat occasions. This will refer to the School's 'Lost or Missing Children Procedures'. The DSL keeps a list of when each employee receives Child Protection training.

Regular instructors such as After School Club coaches must provide evidence of current safeguarding training. If this is not available, they must receive the school's child protection induction training prior to starting.

8. Retention of records

- 8.1 If a successful candidate accepts an offer of employment, all information (including the application form) will form part of their personnel file.
- 8.2 All documents relating to unsuccessful applicants are securely retained for six months. After six months, all documents will be confidentially destroyed (ie shredded). The six month retention period is in accordance with the Data Protection Act and will allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.
- 8.3 All information retained on employees is kept centrally in the Headteacher's office in a locked and secure cabinet.
- 8.4 Standard practice is that the school does not retain DBS certificates or copies for more than six months (the retention period).

9.0 Single Central Register of Members of Staff

- 9.1 In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfE requirements. This is kept up-to-date by the Bursar. The Single Central Register will contain details of the following:-
 - All employees who are employed to work at the School;
 - all employees who are employed as supply staff to the School whether employed directly or through an agency;
 - all others who have been chosen by the School to work in regular contact with children. This will 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.

The Chair of Governors and Headteacher will be responsible for auditing the Single Central Register termly and reporting their findings to the full Governing Body.

10. Monitoring procedures and maintaining a safeguarding culture

- 10.1 The School is committed to monitoring all recruitment procedures to ensure that the best possible procedures are in place. This will be undertaken through formal audits of job vacancies and a termly review of the Single Central Register, the results of which will be presented to the governing body.

- 10.2 The School will ensure that all employees have safeguarding knowledge on an on-going basis. All staff will receive regular child protection refresher training.
- 10.3 All staff will be kept updated of new developments in safeguarding as soon as it is practical to do so.
- 10.4 All staff will be made aware of the identity of a new DSL or Deputy DSL should any changes take place.
- 10.5 **All staff will be made aware that if, at any point, there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately, the Surrey Children's Single Point of Access (C-SPA) (Single Point Access 0300 470 9100).**

*** All staff will be made aware that anybody can make a referral.***

**Keeping Children Safe in Education 2019 (Part 1)*

Adopted by the Governing Body

Signed *H Crossley*

September 2019

Mrs H Crossley
Chair of Governors

Signed *A C Thackray*

September 2019

Mrs A C Thackray
Headteacher

Review date September 2019
Last reviewed Updated June 2019 (September 2018)
Next review date June 2021

