



# Naunton Park Primary School

# Safer Recruitment Policy

Last review date: February 2023  
Next review date: September 2023

Approved by Governors 25.5.23 

## Contents

1.0	Introduction and aims .....	3
2.0	Recruitment Process .....	3
2.1	Planning .....	4
2.2	Literature and application Pack.....	4
2.3	Advertising .....	4
2.4	Application.....	5
2.5	Shortlisting .....	5
2.6	References and identification checks.....	6
2.7	Interviewing .....	7
2.8	Conditional offer .....	7
2.9	Checks .....	8
2.10	Induction.....	9
3.0	Post-recruitment Checks .....	10
3.1	Monitoring.....	11
3.2	Mentoring .....	11
	Appendix A – Recruitment Flowchart .....	12

## 1.0 Introduction and aims

This policy has been written in response to the information and guidance printed in Keeping Children Safe in Education (most notably Part 3), Guidance to Safer Working Practice and Working Together to Safeguarding Children.

The aim of this policy is to ensure that the school has a structured and transparent process to:

- Recruit suitable people;
- Deter, identify and reject unsuitable candidates;
- Treat all potential employees and applicants fairly;
- Provide statutory guidance and safer recruitment procedures to those involved in the recruitment and employment of staff;
- Enable and sustain the school's safeguarding culture, with leaders and staff remaining vigilant throughout and beyond the recruitment process;
- Keep safeguarding on everyone's agenda.

This policy outlines the recruitment process but also states how the school continues to be vigilant during a staff member's probationary period and throughout their employment.

The responsibility for safeguarding is everyone's. Keeping Children Safe in Education states that the school must have, to support the safer recruitment of staff, the following in place:

- Code of Conduct;
- Public access to all policies relating to safeguarding;
- At least one member of staff trained in safer recruitment on an interview panel'
- A Designated Teacher for Looked After Children'
- DBS and additional checks in place for all staff as required;
- A Single Central Record (register) to show that all checks for adults in school have been completed;
- A Designated Safeguarding Lead, who receives training every 2-years.

This policy does not apply to the process of recruiting a new Headteacher, which is directed by GCC in conjunction with the school Governors.

Throughout this document, the term "Regulated Activity" means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

## 2.0 Recruitment Process

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

The school's recruitment process consists of:

1. Planning – decision to recruit according to the school's staffing structure and needs, creation of the job description and person specification;
2. Literature and application pack – including job description, person specification, holiday entitlement (if applicable), pay grade and hours;
3. Advertising – including a clear safeguarding statement and information about the recruitment of ex-offenders;

4. Application form – the school uses GCC’s application form for all paid roles and an application form based on GCC’s proforma for volunteers;
5. Shortlisting
6. Referencing and identification checks – this includes online checks;
7. Interviewing – including specific questions to determine the candidate’s suitability and motivation to work with children, safeguarding and welfare;
8. Conditional offer – subject to satisfactory and complete checks;
9. Checks, including vetting and barring/DBS, plus all other checks as required;
10. Induction – following the school’s policy and the induction process recommended by GSCP;
11. Ongoing monitoring.

Templates for documentation listed above are accessible to office staff and SLT on the school’s server. This ensures that the required information is shared with potential candidates and recruited staff at each stage in the recruitment process. These templates should be used as required and updated in line with policy changes.

## 2.1 Planning

Members of the Senior Leadership Team make the decision to recruit based on the needs of the school and pupils. This decision is made in consultation with Governors as required.

Job descriptions and person specifications reflect the expectations of the role, the pay grade and responsibilities of the post holder. Roles are evaluated by GCC to ensure that the grade reflects the expectations of the role as outlined in the job description. The person specification ensures that candidates are experienced to fulfil the role and have the skills, knowledge and attributes that are suitable to work with children.

## 2.2 Literature and application Pack

The application pack includes:

- Job description;
- Person specification;
- Safeguarding statement (see Section 2.3 for more information);
- Self-disclosure of Criminal Record form;
- Outline of the selection process;
- Application form (or link to this on the website);
- Salary details, including holiday specifics as applicable;
- An invitation to visit the school;
- A link to the school website for further information.

Literature included in the application pack includes information about the school’s beliefs, values, diversity statement and safeguarding culture. The application pack includes 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) and it includes a link to the school’s Child Protection Policy and the policy on the employment of ex-offenders.

The application pack is made available on the school’s website and can be requested from the school directly.

## 2.3 Advertising

All internal and external adverts, for paid employment, include information relating to:

- The job title;
- Pay grade;
- Holiday entitlement (if applicable);

- Start/end data (if applicable);
- Weekly hours (or FTE);
- School context;
- A clear description of the role's responsibilities and duties of the post holder;
- How potential candidates should apply for the post;
- An invitation to visit the school before applying;
- Reference to the job description and person specification, with a link to these or how they can be requested along with the application pack;
- The school's commitment to safeguarding and the promotion of welfare of 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.
- A link to the school's Child Protection Policy and where other policies relating to safeguarding and child protection can be viewed;
- Checks that the school will carry out, including Barred List Check, DBS amongst other statutory checks;
- Safeguarding questions that will be asked at interview;
- References and online searches that will be requested/carried out.

Advertisements are placed on the Gloucestershire County Council's website and the school's website. Other sites may be used, as necessary, to advertise posts, such as eTeach. Internal adverts are emailed to all staff and adverts are displayed in the school's Staff Room.

Potential volunteers are invited to apply at the start of each academic year through the means of a letter, which is sent to all parents. The letter details the process involved in applying to become a volunteer and the relevant documentation is attached to this letter.

Governor recruitment is arranged by the Clerk of Governors in line with the guidance provided by Governor Services at Gloucestershire County Council. The initial process, therefore, varies from the process outlined in this policy, however the induction, mentoring and monitoring (from Section 2.10 onwards) applies to Governors as well as employed staff.

## 2.4 Application

Only applications made using the GCC application form (which is available to download on the school's website) before the specified deadline will be considered. CVs and covering letters are not read by the shortlisting panel. Applications can be submitted electronically or by hand. All applications are filed securely together until the specified deadline, when the shortlisting panel view all applications at the same time.

Any information that has been missed or can be misinterpreted on an application form will be further investigated at interview. Gaps in employment history, for example, will be queried.

Internal applications are also made using the GCC application form, but an expression of interest can first be made via email or a formal letter.

## 2.5 Shortlisting

At least three members of SLT/staff are involved in shortlisting for paid roles and, where possible, this will be the same staff as those due to be involved in the interview process. Governors are invited to be part of the shortlisting and interview stages of recruitment and will be part of the shortlisting process where possible.

A shortlisting matrix is used that is based on the person specification and job description. All applicants are assessed against this criteria. The shortlisting panel consists of at least one member of SLT who is trained in Safer Recruitment.

Applicants who have not been shortlisted are not formally informed, but can request feedback about their application. Shortlisted candidates are formally invited to the next stage in the recruitment process (which is usually an interview and may involve other tasks). This letter, which again declares the school's commitment to safeguarding and repeats the same information about safeguarding as previously advertised, requests the following information from the shortlisted candidates:

- Self-declaration of Criminal Record form (using GCC's suggested template);
- Identification (3x forms, one including a photograph and one including address);
- Evidence of qualifications;
- Proof of the candidate's Right to Work in the UK;
- DBS certificate (if they have one).

If the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, they cannot be taken into account.

Candidates are informed that referees will be contacted if their application form grants permission for the school to do so. If the applicant has refused this on their application form, the applicant will be contact to ensure that they, at this point, give consent for their referee(s) to be contacted by the school.

## 2.6 References and identification checks

The school will only contact referees with the applicant's consent. For paid roles, the applicant must provide the details of two referees, one of whom must be the current and/or last employer and the other from a previous employer. Referees must have knowledge of the applicant's work and character. Both referees should ideally be senior people in the organisation.

Where possible, referees are contacted by email. Referees are asked to complete the school's reference proforma, but are not obliged to use this. A copy of the job description and person specification are provided to the referees. If the referees named by the applicant are not from the applicant's current employment and last employment, or from an employment where the applicant worked with children if they have done so, then they will be asked to provide the name and details of a third referee that meets these criteria.

References must include information about:

- The candidate's performance history;
- The candidate's conduct;
- Confirmation about the suitability of the candidate to work with children'
- The candidate's skills and attributes in relation to the post.

The school will liaise directly with referees and verify any information contained with a reference with the referees. The school will confirm that it was the referee who wrote the reference.

Identification checks are requested through the formal invitation to attend the next stage in the recruitment process. Identification will be checked when the candidate attends the next stage in the process.

Online checks are completed in school and only using a school-owned device and through the school's relevant account(s), not personal accounts (e.g. the school's Facebook account). These checks may include, but are not limited to:

- Google search;
- Facebook search;
- Instagram search;
- Twitter search.

If the search, or reference, leads the panel to believe that there is a discrepancy in information or finds information about the candidate that is not addressed in or contradicts the application, this will be explored further at interview.

## 2.7 Interviewing

All shortlisted candidates are offered the opportunity to attend a formal interview (internal and external). The interview panel consists of at least one member of SLT who is trained in Safer Recruitment and, where possible and if relevant, will include a school governor.

Every member of the interview panel has the opportunity to feed into the interview questions and must all agree on the questions prior to the interview. The interview questions must determine:

- The candidate's motivation to work with children;
- Reasons for any gaps in employment;
- The candidate's ability to form appropriate relationships and maintain professional boundaries;
- The extent to which the candidate supports the school's agenda for safeguarding and promotion of welfare of children;
- Any discrepancies between the candidate's information in their application and their reference(s).

All candidates are informed that the school will conduct a criminal record check and are asked, at this stage, if there is anything that they wish to declare. When discussing a disclosure, the panel will ask the candidate about:

- The seriousness of the offence;
- Whether the offence led to a custodial sentence;
- When the offence took place and at what age the candidate was at the time;
- Whether the offence was a 'one-off' or part of a repeated pattern of offences.

The panel will consider whether the offence has since become decriminalised and take the above information into account when assessing the candidate's suitability to work with children.

All interview notes are kept, with the successful candidate's notes going into their personnel file. Unsuccessful candidates are able to request a copy of their notes, and all notes (including applications) for unsuccessful candidates are kept for 6-months before being securely disposed of. In addition to an interview, appropriate tasks for the role are carried out by applicants. For teaching roles, the candidates will all teach a lesson, either in school or in their existing school, observed by members of the interview panel.

## 2.8 Conditional offer

A conditional offer of employment is, firstly, offered verbally and followed by a written offer. The offer of employment is conditional on the completion/receipt of satisfactory checks as follows:

- Two references;
- Declaration of Criminal Record;
- Disqualification under childcare if applicable;
- Enhanced DBS Check;
- Barred List Check (if applicable);
- Right to Work in the UK Check;
- Prohibition Order Check (for teachers only);
- S128 Check (for Governors only);
- Overseas Check (if applicable);
- Qualification check (if applicable);
- Verification of the candidate's mental and physical fitness to carry out their work responsibilities.

The school will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where the decision is taken that an individual falls outside of the scope of these regulations and no such checks are carried out, the school will retain a record of its assessment on the individual's personnel file. This will include an evaluation of any risks and control measures put in place, and any advice sought.

A formal offer of employment and start date is agreed between the school and new employee only when the above checks have been completed. The start date of the employee is also dependent on the completion of statutory safeguarding training.

A new employee is permitted to start in post without an Enhanced DBS Check if:

- A barred list check has been carried out;
- An Enhanced DBS check has been requested;
- The employee is supervised on site at all times by a member of staff.

## 2.9 Checks

The Headteacher will report to the Disclosure Barring Service if someone has applied for a post in school but is barred or disqualified from working with children, if the candidate gave false information to support their application and/or if the candidate has breached the standards of behaviour appropriate to their professional body.

The checks carried out for all potential employees are listed in Section 2.8. If an employee has a DBS Certificate that is for the same/similar role from a current work place and the employee has had no break in service for longer than 3 months, then their existing DBS certificate is used. A DBS Check is carried out for any role, including volunteers, that is a regulated activities, which includes any activity with children that is carried out by the individual at least 3 times in 30 days. An adult can work onsite while waiting for their DBS certificate IF they are supervised by a member of staff at all times.

The checks completed for peripatetic teachers are the same as those completed for employed staff, as are trainees that are salaried by the school.

All checks are carried out by the school's office staff and/or a member of SLT, but all checks are monitored by the School Business Manager and are checked before a start date is confirmed with the employee. The exception to this is: Prohibition Order Check, S128 Check and Declaration of Criminal Record, which are conducted by the DSL or Headteacher.

A record of the above checks, including copies or original documents (as applicable) are kept in personnel files, with a list of checks on the front cover. A record of the date that each check was completed is recorded on the Single Central Record (SCR). A DBS certificate is not copied or kept on file, but the certificate number and issue date is recorded in each personnel file and on the SCR.

For volunteer roles, the checks carried out include:

- Identification check;
- Enhanced DBS check for regulated activities;
- Barred List check;
- Declaration of Criminal Record for regulated activities;
- Overseas Check if applicable.

Volunteers are also asked to complete an individual Risk Assessment and are provided with a copy of the school's Risk Assessment for volunteers.

Supply agency staff, external coaches/tutors and fee-funded trainees (e.g. BEd students) are only permitted to work with children once the agency/organisation's confirmation of checks has been received and viewed by office staff at Naunton Park Primary School. Confirmation that these



checks have been received are recorded on the Single Central Record. Identity checks are carried out upon arrival at school and then kept on file for subsequent visits.

The school will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

A DBS check for self-employed contractors must be shown to office staff. Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

The identity of all contractors and their staff will be checked on arrival at the school.

## 2.10 Induction

Safer Recruitment does not end when an adult starts in post. All adults employed by the staff have a 6-month probationary period. All employees must adhere to the school's Code of Conduct and read/agree to work within the school's policies and adhere to school procedures. Regular monitoring and evaluation of policies, process and practice, including adult's adherence to these, are carried out. A Safeguarding Monitoring Schedule lists all formalised monitoring activities, but checks and reviews of policies are not limited to this schedule.

All employees and Governors are sent the documents listed below, which contain statutory and school information relevant to the post (kept in folders on the server) before starting in post.

Part 1 contains:

- A letter explaining the induction process and documents attached with the email;
- Work email details and how to access this and online meetings;
- KCSiE (Parts 1, 5 and Annex B to read);
- Working Together to Safeguarding Children (to read);
- Child Protection Policy (to read);
- Acceptable Use Policy (to read);
- GCC's Annual Criminal Declaration form (to complete);
- KCSiE Quiz (to complete);
- Confirmation that the statutory policies have been read (to sign).

Part 2 contains:

- A letter explaining the additional documents;
- List of nominated staff for safeguarding in the school and those with first aid qualifications;
- Child Protection flowchart;
- Children Missing Education Policy;
- Relationships and Behaviour Policy;
- Child-on-child abuse leaflet;
- DSL job description;
- Code of Conduct and Whistleblowing Policy;
- Staff Handbook.

Part 3 contains:

- A letter explaining the statutory training that all staff must complete with links to access Child Protection Level 1 training, Prevent training and FGM training.

Within the first week of starting in post, the Induction Mentor meets with the new employee to go through, discuss and answer questions about the above policies and procedures. This Safeguarding Induction meeting follows the checklist produced by GCC. In this meeting, the KCSiE quiz answers are discussed. Additionally, the employee is shown how to access CPOMS, to read incidents, how to log incidents and the processes involved in reporting concerns to the DSL.

Throughout employment, staff receive information, training and updates including, but not limited to:

- Weekly staff meeting updates;
- Email updates;
- Posters around school;
- Additional safeguarding training sessions as required;
- Face-to-face three-yearly Level 2 Child Protection training for all staff;
- Policy updates as applicable;
- Reducing Barriers to Learning meetings.

Anyone employed as a DSL or DDSL receives Level 3 Inter-Agency Child Protection training every two-years. The DSL and/or DDSL carry out additional training as required and attend GCC Support Hub meetings and SCR Drop In sessions.

Upon appointment, Governors undergo a safeguarding induction, which includes:

- a welcome letter/email containing safeguarding information to read and statutory safeguarding policies;
- a safeguarding induction meeting about the school's safeguarding procedures, statutory policy information and guidance and Governors' roles for safeguarding in school (including monitoring activities, policy ratification and Governor visits);
- Child Protection, prevent and FGM training
- New Governor training;
- Strategic safeguarding training for Governors.

While in post, Governors continue to receive safeguarding updates via email, face-to-face Level 2 Child Protection training, policy updates and DFE guidance updates through FGB meetings, Curriculum Committee meetings and Link Governor visits. All Governors, like staff, are required to read the statutory policies every year, complete a KCSiE quiz and complete GCC's Annual Criminal Declaration. All Governors are invited to carry out monitoring activities in school and, through these, carry out a safeguarding-specific monitoring task and report their findings to Governors in their Link Governor Report.

Volunteers are provided with safeguarding information before starting their volunteering role.

This process involves the sharing and discussion of information including, but not limited to:

- A letter confirming the volunteer's role and explaining the relevant documentation and safeguarding procedures;
- Visitors' leaflet summarising the school's Safeguarding and Child Protection procedures;
- A list of nominated staff for safeguarding and first aid qualified staff;
- The school's Volunteer Risk Assessment;
- GCC's Annual Criminal Declaration.

Volunteers are also kept up to date, throughout their time with us, with policy and procedural information and changes.

### **3.0 Post-recruitment Checks**

Safer Recruitment does not end when an employee or visitors' checks have been completed and when they start in post. The school's culture of safeguarding remains a priority for every staff member or volunteer for the duration of their time in post.

### 3.1 Monitoring

The school monitors, reviews and updates the safeguarding and child protection procedures regularly. Scheduled activities are stated in the school's Monitoring Calendar and there is an additional, more detailed, Safeguarding Monitoring Schedule which is updated throughout the year as required.

All Governor monitoring visits include reference to the school's safeguarding procedures and observations relating to these. The Safeguarding Link Governor carries out termly visits. During each visit, the following is explored and monitored:

- Procedures in school;
- Single Central Record check;
- Referrals and cohort information (without names);
- Suspensions;
- Induction of new staff;
- Changes to practice.

Additionally, the DSL attends at least one SCR Drop In each year alongside the School Business Manager and completes GCC's safeguarding audit each year in consultation with the Headteacher and Chair of Governors. External audits are also carried out to provide more feedback to senior leaders about safeguarding in the school. Practice, procedures and policies are adapted according to the findings from monitoring activities to ensure that school meets statutory guidance. Safeguarding arrangements are also monitored through, as needed, the Complaints Procedure, Whistleblowing Policy, training evaluations and exit interviews with staff.

In certain circumstances, relevant checks will be carried out 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

The DSL or Headteacher will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- It is believed that the individual has engaged in [relevant conduct](#); or
- It is believed the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- It is believed 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.

### 3.2 Mentoring

Ongoing mentoring is provided to staff through appraisals and the culture of respect and support for colleagues enables everyone in the school to raise concerns in line with policy and feel comfortable to do so. Support is given to staff who raise concerns. Monitoring activities such as observations, learning walks and drop ins provide individual feedback, which is then expected to be addressed and support is put in place with actions being monitored accordingly.

## Appendix A – Recruitment Flowchart

