

# Goddard Park

Community Primary School

An Integrated Academy and Children's Centre

Headteacher: Mike Welsh

Everybody learns, everybody cares

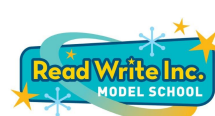


## SAFER RECRUITMENT AND SAFEGUARDING CHILDREN POLICY

## KEEPING CHILDREN SAFE IN EDUCATION

Last Review: January 2017

Next review: January 2018



Welcombe Avenue, Swindon, SN3 2QN, Tel: 01793 342342, Fax: 01793 342341  
[head@goddardpark.co.uk](mailto:head@goddardpark.co.uk), [www.goddardpark.co.uk](http://www.goddardpark.co.uk)

Serving the Communities of Park North, Park South & Walcot East and twinned with the Desai Memorial Primary School, Nairobi

## **Background**

### **Guidance: Keeping Children Safe in Education**

Guidance entitled Keeping Children Safe in Education (Statutory guidance for schools and colleges) came into force in March 2015. The guidance is current and should be read in conjunction with the Swindon Local Safeguarding Children Board Safer Recruitment and Selection Policy for Organisations who work with Children & Young People. The guidance was updated in September 2016.

The guidance emphasises the importance of schools and other education establishments incorporating measures to help deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them in their recruitment and selection procedures and other human-resources management processes. It aims to assist all settings to review and, where appropriate, modify their practice and procedure in ways that will strengthen safeguards for children by helping to deter and prevent abuse.

### **Pre-appointment checks**

Goddard Park Community Primary School will undertake the following checks prior to appointment:

- DBS enhanced disclosure for those working with children in regulated activity (including Barred List)
- The teacher prohibition list held by the DfE (Secure Access)
- Written assurance that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009, and this is renewed annually.
- references
- identity checks
- UK residence or permission to work in UK
- overseas criminal record check (where necessary)
- medical fitness
- qualifications
- professional status (for qualified teachers, confirmation of registration with the DfE)
- complete induction and/or probationary period, as required for the position

### **Disclosure and Barring Service (DBS)**

All posts in the School will be subject to the acceptable outcomes of an Enhanced DBS Disclosure, reducing the risk that unsuitable people can gain employment with children. Work with children and young people, or with vulnerable adults, qualifies for the most detailed checks. For more information about the DBS, visit the [DBS](#) website.

## Introduction

This document sets out the policy and procedures to be adopted in order to ensure that the recruitment process for our School is as safe as possible.

The procedures and standards as laid down in this policy must be used by all those involved in the recruitment process within the School.

The policy and associated guidance are in line with relevant Education Acts and Regulations.

## Job Description and Person Specifications

At the start of the recruitment process it is important to define what the post holder's responsibilities for children and/or adults will be over and above the qualifications and experience needed to perform the job. All staff are expected to share responsibility for the School's commitment to safeguarding and promoting the welfare of children and young people. To affirm the School's commitment to safer recruitment, our statement of intent will be included on all person specifications as below:

### **'Safeguarding - Children & Vulnerable Adults**

- *This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.*
- *Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.'*

**All** posts require an Enhanced DBS Disclosure, this will be reflected in the job description and person specification relating to that post.

### **All job descriptions will detail:**

- Main duties and responsibilities of the post;
- the post holders specific responsibility towards the promotion and practice of safeguarding the welfare of children that they come into contact with through their job.

### **All person specifications must detail:**

- Qualifications required to do the job
- Professional Registrations (if required);
- Enhanced DBS Disclosure required;
- Define the skills and competencies required;
- Explore issues relating to the safeguarding of children, such as:
  - Motivation to work with children;
  - Ability to form and maintain appropriate relationships and personal boundaries with children;
  - Emotional resilience in working with challenging behaviours;
  - Attitudes to use of authority and maintaining discipline.

All of the points on the person specification should be evidenced either in a candidate's application form or through the interview and selection process.

## **The Advert**

Advertisements for all vacancies will demonstrate the School's commitment to safer recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children / vulnerable adults. Promoting commitment to safeguarding and child protection can act as a deterrent to would-be abusers.

## **Application Packs**

The importance of safeguarding and protecting children in the School should be promoted as much as possible throughout the recruitment process in order to deter unsuitable candidates.

All School application packs will include:

**Application Form**

**Job Description**

**Person Specification**

**School Prospectus**

**Applicant letter detailing application requirements including the following statement:**

*'Goddard Park always has the welfare of children as its first priority, and our recruitment procedures include the gathering of information about candidates and their suitability to work with young people. Disclosure and Barring clearances and references will be obtained prior to appointment. All appointments will be subject to satisfactory references, an enhanced Disclosure and Barring Service Disclosure and proof of the Right to Work in the UK (this will be required at the time of interview).'*

NB: The School will not accept just CVs for any post as they only show you what the candidate wants you to see and will not provide consistent data between candidates. All candidates must complete a formal Application Form.

## **Interview Process**

It is a requirement that any appointments of school staff are made by a recruitment panel that includes at least one person who has been trained in safer recruitment. Ofsted will request evidence as part of their inspections that each recruitment panel meets this requirement.

The interview process should allow time for any discrepancy in a candidate's application or references to be scrutinised and clarified. With this in mind all candidates should have their qualifications verified, employment gaps explained, criminal record disclosed, reference issues and their attitude towards children discussed at interview. This means that when a candidate is successful, any issues surrounding their application and references have been fully explored before they are offered the post. Every interview must be carried out on a face-to-face basis.

## Commitment to Safeguarding Children

Personal Statements allow Schools to explore a potential candidate's views and expectations in relation to working with children. The recruiting panel should also seek to identify the candidate's experience or views on the following points at interview:

- Motivation to work with children;
- Ability to form and maintain appropriate relationships and personal boundary with children;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.

Providing questions that ask candidates to draw on their experience of situations with children will give a good impression of the candidate's understanding of the points above. It will enable the panel to probe issues that the candidate may not discuss, allowing the panel to be aware of issues or lack of knowledge that a candidate may have or refuses to discuss their motivation to work within a School environment or with children.

## References

These should be requested prior to interview and ideally received back prior to interview.

One of the referees **must** be the candidate's current or previous employer. Open references **must not be accepted in any circumstances**.

References must be issued on the School Reference Pro-forma which ensures that certain questions are asked about all candidates. This avoids references, which may have been written as part of a compromise agreement and would not state any adverse qualities or incidents involving the candidate.

The reference pro-formas will ask about the candidate's relationship with children in their current or previous role and if they have ever been involved in any disciplinary action concerning children.

When references are received prior to interview the interview panel are required to follow up any discrepancies or issues at interview and to make a decision with reference to all the facts available at the time. Obviously this relies entirely on the speed referees return them, this may not always allow for them to be seen prior to interview, but it should be aimed for as best practice as it complies with Bichard recommendations.

## Employment Gaps

At interview, gaps in employment history **must** be discussed with the candidate. If there are gaps in their history, the candidate should declare the reasons for their break from work. This should then be signed by the candidate. Valid reasons for gaps in employment may be: the candidate did not need to work, travelling, bringing up a family, caring responsibilities, family bereavement or a period of sickness. As there could be more sinister reasons for an absence, it is important to

ensure that the candidate is able to give as much detail as possible, in order for the panel to make an informed decision, and are in receipt of all relevant information.

It is strongly advisable to discuss patterns of repeated change in career or employers at interview, ensuring that the reasons for this are fully explored and satisfy the interview panel.

### **Qualification Verification**

At interview essential qualifications required for the post including those set by statute **must** be verified as a minimum, other qualifications stated on the application form may also need to be verified.

A photocopy of all the original qualification certificates must be taken and if the candidate is successful these should be placed on their personal file and recorded on the Central Record. It will state on the Central Record who checked the documentation along with the date and their initials. If the candidate is unsuccessful, these should be destroyed.

### **Rehabilitation of Offenders Disclosure**

Posts within Schools are exempt from the Rehabilitation of Offenders Act 1974. This means as a prospective employer, you should encourage your short listed candidates to disclose any *unspent* and *spent* convictions during the application stage.

Any convictions disclosed should not be given to the shortlisting panel prior to shortlisting. Once the panel have made a shortlist and invited them for interview, they should then be made aware of any candidate's criminal disclosure. Disclosing a criminal background should not be used as a reason to not shortlist a candidate. Having a criminal conviction will not necessarily bar a person from working with children and should not be used to discount applications.

If they are successful they will be required to complete a DBS Disclosure application form. Once the Enhanced DBS Disclosure Certificate is returned, any conviction information will need to match up with the candidate's original disclosure to the interview panel. This information will not be retained if the candidate is not successful and should be destroyed.

### **Pre-Employment Checks**

In summary any offer of employment to any post in a School should be subject to the following checks:

### **References**

The School should request and have returned two references for every potential employee, one of these references **must** be from their current or most recent employer. As the post requires working in an environment with children, it is important to have a reference, if available, from an employer or voluntary agency demonstrating the candidate's previous work experience, paid or unpaid, of working with children.

## **Verification of Candidate's Identity**

It is vital that each School knows who their employees are and have evidence to prove this. The ID check can then go on to their personal file and logged on the School's Central Record.

## **Enhanced DBS Disclosure for those working with children in Regulated Activities (to include checking of the Barred List)**

This shows a School previous convictions held on file for a potential employee. Having a conviction will not necessarily bar someone from working in a job with children or vulnerable adults. The severity, nature, circumstances and timing of the conviction will need to be taken into consideration. Candidates will need to be given the opportunity at the application stage to declare any *unspent* or *spent* convictions they may have, any declaration they make will be compared with the returned criminal record disclosure.

## **Staff Suitability Declaration**

Written assurance is provided at appointment and through our annual Staff Suitability Declaration that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.

## **Medical Clearance**

A successful candidate must complete a medical questionnaire, which is then assessed by IMASS. Depending on the answers given by the candidate, it may be necessary to make reasonable adaptations to enable the potential employee to take up their post. Advice will be sought from Occupational Health in this regard (see equalities policy for more details).

## **Verification of Qualifications**

Any essential qualifications legally required to perform a particular job, such as QTS, as stated in the person specification, need to be evidenced by the potential employee. A copy of original certificates should be taken and placed on their personal file and logged on the Central Record. This should ideally be confirmed at the interview stage.

## **Verification of Professional Registration & Prohibition List for Teachers**

Some posts require a professional registration with a regulatory body, such as the DfE. Teacher status is checked by reference to the the DfE Secure Access website where the Prohibition List and any GTCE sanctions are also checked. This again needs to be evidenced and placed on file.

## **Right to Work in the UK**

It is a legal obligation that every employer in the UK verifies whether a potential employee has the right to work in the UK. Check essential documents like driving licenses, passports, NI Numbers.

## **Employment History**

When checking an application form it is important to note any gaps in employment or noticeable patterns when the candidate changed their employment. At interview any gaps will need to be discussed and satisfactory explanations given and recorded.

## **Overseas Criminal Record Disclosure**

If the potential employee has lived abroad for a period of time or who comes from another country prior to working in the UK, then a UK DBS Disclosure will not give a full picture in respect of any criminal record they may have. In these cases an overseas Criminal Record Disclosure will need to be applied for as well as a UK DBS Disclosure and details for each countries' equivalent Bureau are available on the DBS website.

These checks should be made clear to candidates at interview. Any offer of employment should be a conditional offer subject to satisfactory clearances being received and checked by the School.

Only when all of these checks are completed and returned will an offer of employment be confirmed. A candidate will not be offered a post unconditionally. All offers will be subject to satisfactory completion of the appropriate checks as listed above.

In exceptional circumstances, where it is in the best interests of the School for a candidate to start prior to all of these checks being completed, a rigorous risk assessment must be completed and approved. This risk assessment should be shared with the Headteacher and Chair of Governors.

### **S.128 Checks**

Effective from 5 September 2016, Academies require an additional mandatory check to be carried out on certain **new** members of staff and **new** proprietors/governors. These checks include all teaching posts above a classroom teacher and any support staff who are a member of the senior leadership team.

These checks are made by the Secretary of State under s.128 of the Education and Skills Act 2008, barring individuals from taking part in the management of an independent school including academies. The power to make such directions came into force on 8 September 2014, but a mechanism for carrying out checks was not immediately available.

Checks are to be carried out either through the DBS (through the barred list check for those who carry out regulated activity) and the National College for Teaching and Learning (NCTL). We would suggest therefore that the majority of checks will be made through the DBS however any governors not in regulated activity can be checked through the NCTL.

## **Other Contacts**

### **Supply Teachers**

Supply Teachers should be recruited and treated in the same way as any other member of staff in the School.

Recruiting Supply Teachers should be managed in the same way as any other staff in School. This means that they should also have all the appropriate pre-employment checks carried out before their employment is confirmed.

Supply Teachers should have their DBS Disclosure re-checked every 12 months. This is due to the casual and ad-hoc nature of their work, which may mean they do not actively work in Schools for a few months at a time. If a Supply Teacher is predominantly based at one School, it is



recommended that the School should organise and fund the re-check. If the Supply Teacher is mobile and only works for a few days for weeks at a time, the teacher should organise their re-check through a LA or Umbrella Body and fund it themselves.

## **Peripatetic Tutors, Regular Mentors & Agency Staff**

**(including Agency Supply Teachers and students and staff from other agencies or educational institutions)**

As with outside contracted staff, providing services such as music tuition, mentoring, specialist sports coaching, supply teaching or specific courses that requires staff to work on School premises whilst children are present, it is important that the School has evidence of the necessary checks in relation to these staff.

In the School, it is essential to carry out or have evidence of the same standard of checks for all staff and the extended provision even if they are not employed directly by the School. It will be our responsibility to ensure that these checks are being carried out. With this in mind, all outside providers will be requested to provide evidence of the same pre-employment checks that the School would complete if they were directly employing the staff themselves.

This should be given in writing and in advance of the provider starting work at the School and should be agreed as part of any contract between the School and provider. The School has the right to view the original copy of the Disclosure from the agency if it contains additional information. Evidence of checks from external providers will be recorded on the Central Record.

If evidence is not provided then the School will not allow the peripatetic tutors or agency staff to have unsupervised access to children.

If the School uses supply teaching agencies then it will only use agencies that have been awarded the Quality Mark by the DfE. This mark is only given to agencies who demonstrate robust recruitment and selection procedures ensuring that their employees are DBS cleared, have a full face-to-face interview and all the appropriate pre-employment checks and child protection inductions are carried out.

***As with any external provider coming on to School premises the School will verify their identity. The provider should be asked to show documents such as a passport or driver's license along with company ID. The School will be given the names of expected guests or outside providers in advance of their arrival on site. The School will be very clear that the named individual is who they say they are.***

## **Volunteers**

Volunteers in Schools often have the same unsupervised access to children as employees. A child will not consider a distinction between a volunteer and a member of staff, when seeking help or support. This means that volunteers should have certain checks completed as they are in a position of trust.

As with any new staff member an Identity check and a DBS Disclosure should be carried out prior to the volunteer starting their duties within the School. It is also important to request and receive two references on behalf of the volunteer. These checks must be carried out for all volunteers

and not just for those unknown to the School. The Deputy Headteacher will conduct an interview with the volunteer to assess their suitability and will provide child protection training.

If a Volunteer becomes a paid employee, then their right to work in the UK should be assessed. A new Enhanced DBS Disclosure will be obtained as well to reflect their change to an employee. If assisting on a one-off School trip, a volunteer does not require a DBS Disclosure, but should be supervised at all times.

## **Contractors**

Contractors may have unsupervised contact with children. With this in mind a Standard DBS check may be necessary before a Contractor can start work in the School. Although unlikely, an Enhanced DBS may be required under certain conditions. Ideally contractors should try and work outside of opening hours for such establishments, if this is not practicable then the following guidelines should be consulted.

### **Building Contractors**

Children should not be allowed in areas where builders are working for Health and Safety reasons, so there should be little opportunity for workers to be unsupervised with children. It is difficult to say that there will not be times when contact with a child occurs. To accommodate for this all prolonged projects with contractors who may come into contact with children on site during opening hours in the School should undergo a Standard DBS Disclosure. This clearance should be stated in any contract struck and/or tendered between the School and paid for by the agreed contracted company. The School can act as an umbrella body, but a charge will be levied on the company and work should not commence before the Disclosure has been received.

### **Emergency Call-Out Contractors (not previously checked by the school)**

Contractors that are called out in an emergency or for irregular, short periods of time, may not be a contractor that is checked and known to the School prior to the 'call-out'. It is not necessary to obtain a DBS Disclosure for such staff, as they will only have contact with children on an ad hoc or irregular basis and are unlikely to be left unsupervised with children. It is best practice to monitor these staff in the building by getting them to sign in or out in a visitor log and to have them escorted by a DBS cleared member of staff at all times.

***Any contractor, maintenance worker or agency staff coming on to School premises should verify their identity, providing documents such as a passport or driver's license along with company or LA ID. The School should be very clear that the named individual is who they say they are.***

## **Central Record**

As required by the DfE, the School keeps a Single Central Record of all staff and other adults that visit the building on a regular basis. This provides confirmation that relevant checks have been taken such as:

**Verification of Identity** (Name / D.O.B / Address)

**Qualifications** (Qualifications required to do the job and any professional registrations required)

**DBS Disclosure**

**S.128 Check**

**Right to work in the UK** (Asylum & Immigration Check)

**Overseas Criminal Record Checks** (applicable for any employee who has spent a period of time abroad)

**References**

This record will be completed for all staff in the School as well as regular visitors such as volunteers, agency workers etc. and will be available to be assessed by Ofsted and HMI Inspectors.

## Helpful Advice

The following gives information on how to fill in gaps.

### Identity Check

If the School does not have any evidence of an identity check having been carried out, a nominated person in the School should complete the task. It asks an employee or volunteer to bring in documents that support their identity. There are a variety of options, but one document **must** evidence their current address and evidence of date of birth must be provided.

### Right to work in the UK

**Every** employee is required to prove their eligibility to work in the UK. The School must request certain identity documents to prove this. Once these documents have been seen, the form must be signed and a copy of the original documents taken and placed on their personal file and logged on the Central Record. The ideal document for this is a current UK Passport (this can also be used for the Identity Check).

### Qualifications (if required)

Qualifications must be evidenced **if** stated on a person's job specification as essential. If a particular qualification is not needed, then Academies do not have to have evidence of it. Some staff may still want to bring in their qualifications. As with the other checks, a copy of the original certificate should be taken.

This should then be signed and dated to prove you have seen the original. Some jobs have clear pre-requisites such as a Cert-ed, PGCE, NVQ, HLTA, Financial and other professional qualifications, these must be evidenced on their personal file and logged on the Single Central Record.

### Professional Registration (if required)

Some posts require a professional registration with a regulatory body, such as the DfE etc. This again needs to be evidenced and placed on file, if the person specification states it as an essential prerequisite. As with the other checks, please take a copy of the original certificate and sign and date it to prove you have seen the original (if required) and log it onto the Single Central Record.

## **Overseas Criminal Records Disclosure**

If a member of staff in the School has lived abroad for a period of time or who comes from another country prior to working in the UK, then a UK DBS Disclosure will not give a full picture in respect of any criminal record they may have. In these cases an overseas Criminal Record Disclosure will need to be applied for as well as a UK DBS Disclosure. It is advisable to discuss with staff to find out if anyone will be eligible for an overseas DBS Disclosure. New staff will have this considered during their pre-employment checks. Currently the process for applying for an overseas Criminal Record changes with each country, there are also issues over translation as well. At the present time, make a note on the Central Record if someone would require an overseas Criminal Records check and from which country.

## **Monitoring, Evaluation and Review**

The Governors will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.