



Bladon C of E Primary School

Recruitment and Selection Policy (S06)

Date of Policy: January 2017

Date for Review: January 2020

Authorised by

Approved by

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Tracey Fletcher, Head Teacher

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Ray Banks, Chairman of Governors

Background

Bladon Primary School is committed to safeguarding and promoting the safety, well-being and security of its pupils and to taking action to enable all to have the best outcomes. Everyone who comes into contact with children and their families has a role to play in safeguarding children, schools and their staff especially so, working where necessary with social care, the police, health and other services to promote the welfare of pupils and protect them from harm.

This policy should be read in conjunction with our Safeguarding Policy but focuses specifically on the measures taken when recruiting staff or volunteers to ensure our pupils' safety. Its objective is to adopt procedures that help deter, reject or identify people who might abuse children. It reflects the Dept for Education's September 2016 Statutory Guidance for schools and colleges "Keeping Children Safe in Education" and implements current relevant UK legislation including the School Staffing (England) Regulations 2009 as amended in 2012 & 2013. The School adheres to its statutory responsibilities to check staff working with children, takes proportionate decisions on whether to ask for any checks beyond what is required, and ensures volunteers are adequately supervised. It ensures that at least one person on any appointment panel has undertaken safer recruitment training.

Recruitment, Selection and Pre-employment Vetting

DBS Checks

When making decisions as to the suitability of any prospective employee the School obtains all necessary Disclosure and Barring Service ('DBS') checks including criminal record checks, barred list checks and prohibition checks, references and interview information. DBS checks are required for all staff involved in 'regulated activity' and for non-supervised volunteers interacting with pupils.

A person is considered to be in 'regulated activity' if as a result of their work they:

- will be responsible, on a regular basis, for the unsupervised teaching, training, instructing, caring for, or provision of advice or guidance on well-being to children; or if driving a vehicle only for children; or
- will regularly work for a school, with the opportunity for contact with children, whether they are directly employed or employed by a contractor, **unless** they are a supervised volunteer; or
- will provide personal care e.g. helping a child for reasons of age, illness or disability with eating, drinking, or in connection with toileting, washing and dressing, irrespective of the frequency with which they do so.

A **supervised** volunteer who regularly teaches or looks after children is not in regulated activity but the school may exercise its discretion to obtain an enhanced DBS certificate without a barred list check.

The level of DBS check required, and whether a prohibition check is required, depends on the role and duties of the applicant. However for most appointments, an enhanced DBS check with barred list information will be appropriate as the majority of staff engage in regulated activity. The DBS barred list names individuals who are deemed unsuitable for working with children. In addition **Prohibition Orders** issued by the Secretary of State prevent a named person from carrying out teaching work in schools and all offers of employment made to an applicant for a teaching post, voluntary or paid, are

conditional on the satisfactory outcome of that check.

Details of the types of DBS checks available and a flowchart of checks made by the School are set out in the Dept for Education guidance *Keeping Children Safe in Education* September 2016 Annex G, page 30 (paper copy in the School Office) or <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Pre-appointment Checks

New appointments to regulated activity

All offers of appointment to a successful candidate for a post for a regulated activity are conditional on the satisfactory completion of the following pre-employment checks:

- verification of the candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available;
- obtaining (from the candidate) a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity before, or as soon as practicable after, the person's appointment;
- obtaining a separate barred list check if the individual will start work in regulated activity before the DBS certificate is available;
- checking that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Teacher Services' System;
- verifying the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role; and to establish whether any reasonable adjustments would be required to enable them to provide effective and efficient teaching;
- verification of the person's right to work in the UK. If they have lived or worked outside the UK, make any further checks the school considers appropriate pursuant to the Dept for Education guidance; and
- verification of professional qualifications, as appropriate;
- trainee teachers may undertake regulated activity and an enhanced DBS certificate and barred list check will be obtained before they start work at the school.

Positions of non-regulated activity

The school may at its discretion request an enhanced DBS check without a barred list check should it wish. This applies to volunteers as well as paid staff. We assess and monitor the level of supervision provided to all volunteers including those who have not been DBS checked and this may inform a decision to obtain such a check. Please see further the section on **Volunteers** below.

Employment History and References

On advertising a position the school will ask for written information about previous employment history and check that it is not contradictory or incomplete, and in the case of candidates for teaching posts who are not currently teaching will contact the school at which they were most recently employed to confirm details of their employment and their reasons for leaving. Any concerns or inconsistencies will be addressed during interview.

References will be sought on all short-listed candidates, including internal ones, before interview, so that any issues of concern or discrepancies that arise can be explored further with the referee, and taken up with the candidate at interview. References will be requested directly from the referee and the school will not rely on open references e.g. in the form of 'to whom it may concern' testimonials. In any event references will be obtained, scrutinised and any concerns resolved satisfactorily before any appointment is confirmed. Any information about past disciplinary action or allegations will be considered particularly carefully when assessing an applicant's suitability for the post.

Single Central Record

As required by the School Staffing (England) Regulations 2009 as Amended the school keeps a single central record, or register, covering all staff (including supply staff and any salaried teacher trainees) who work in the school, and all others who work in regular contact with children in the school, including volunteers, peripatetic teachers and other outside professionals. The register records whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

- an identity check;
- a barred list check;
- an enhanced DBS check;
- a prohibition from teaching check;
- further checks on people living or working outside the UK;
- a check of professional qualifications; and

- a check to establish the person’s right to work in the United Kingdom.

Schools have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or has received a caution or conviction for a relevant offence, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. Any such referral would be made as soon as possible after the resignation or removal of the individual. The DBS will then consider whether to bar the person.

Trainee/Student Teachers

Trainee teachers may be salaried by the School, or fee-funded. In the former case the School will obtain an enhanced DBS certificate including barred list information and record it as above; if fee-funded the school will obtain written confirmation from the training provider that the necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. Whilst not required to record this information the school may elect to do so for completeness.

Contractors

The school will ensure that all contractors or their employees who are to work on the premises have been subject to the appropriate DBS checks. Those engaging in regulated activity are required to provide an enhanced DBS check including barred list information, and all others whose work nevertheless provides them with an opportunity for regular contact with children to provide an enhanced DBS check (not including barred list information). Documentary evidence of all checks must be given to the School prior to commencement and a contractor in respect of whom none have been received will not be allowed to work unsupervised nor be allowed to engage in regulated activity.

Volunteers

The school welcomes volunteers, who it believes enriches the pupils’ experiences and strengthens their bonds with the community. However the following safeguards apply:

- the school assesses and provides the appropriate level of supervision to each volunteer regardless of the role, and of any checks having been obtained;
- volunteers in respect of whom no checks have been obtained are supervised at all times and are not allowed to work in regulated activity;
- if a volunteer is to carry out regulated activity with no supervision, an enhanced DBS certificate with a barred list check will be obtained before they start;
- if a volunteer is carrying out any non-regulated activity, but has the opportunity to come into contact with children on a regular basis (e.g. supervised volunteers), an enhanced DBS check may be obtained at the School’s discretion. Relevant factors include the nature of the work with the children; what the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers; potential references on suitability from other employers or voluntary organisations; and whether the role is eligible for an enhanced DBS check.

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

The DBS administers three types of checks :

- **Standard:** a check of the Police National Computer (PNC) records of convictions, cautions, reprimands and warnings;
- **Enhanced:** a check of the PNC records as above, plus other information held by the police that is considered relevant by the police; and
- **Enhanced with barred list information:** for people working in regulated activity with children. This adds checks of the DBS Children’s Barred List to the enhanced check.

FLOWCHART OF DBS CHECKS REQUIRED



