



FLORENCE MELLY COMMUNITY PRIMARY SCHOOL



SAFER RECRUITMENT PROCEDURES

RATIFIED: APRIL 2017
REVIEW: APRIL 2019

Safer Recruitment Procedures

April 2017

1. Introduction

The school follows the guidance set out in part 3 of [Keeping Children Safe in Education \(2016\)](#).

2. Procedures

- (1) The school understands it is an offence to knowingly employ someone who is barred from working with children.
- (2) Everyone employed by the school will be required to have Enhanced DBS and Children's Barred List Checks including third party staff engaged in regulated activity.
- (3) A new Barred List check must always be undertaken on all new employees.
- (4) Prohibition order checks will be undertaken on all teachers.
- (5) The school will provide all potential applicants with information about its child protection policies, procedures and commitment to safeguarding (including the code of conduct for staff and the child protection policy).
- (6) Job descriptions will make appropriate reference to safeguarding.
- (7) Applicants will be expected to sign at interview any application forms submitted electronically.
- (8) A curriculum vitae will not be accepted by the school.
- (9) The applicant will be expected to declare any cautions and convictions not exempt. (Amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account).
- (10) Any cautions or convictions declared by the candidate will not be used to short list the candidate but will be discussed with the candidate at interview.
- (11) Structured references will be sought on all shortlisted candidates.
- (12) The school will not accept 'open' references without confirming them with the referee.
- (13) References will be sought from the current employer and those able to indicate someone's suitability to work with children.
- (14) The interview panel will always scrutinise references before the interview phase and will if necessary contact the referee to follow up any inconsistencies/gaps.
- (15) The interview panel will prepare additional individualised questions for each candidate in order to explore issues arising from scrutiny of the references and application forms.

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks. When appointing new staff, we:

- (16) verify a candidate's identity. Identification checking guidelines can be found on the GOV.UK website;
- (17) obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity);
- (18) obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- (19) verify 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;
- (20) verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website;
- (21) if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate and

- (22) verify professional qualifications, as appropriate.
- (23) For overseas teachers the NCTL website will be checked (EEA teacher sanctions and restrictions described in paragraph 114 (of Keeping Children Safe in Education) <https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>).
- (24) The school will always ask for sight of original certificates required to demonstrate professional qualifications.
- (25) The school will not retain a copy of a DBS certificate for longer than six months.
- (26) Copies of other pre-employment documents will be retained on the member of staff's personnel file.
- (27) A pre-employment checklist will be clearly visible on the member of staff's personnel file (Appendix 1).
- (28) All Governors require Enhanced DBS checks.
- (29) Governors engaged in regulated activity as unsupervised volunteers are required to have Enhanced DBS Certificates with a children's barred list check.
- (30) Unsupervised volunteers are required to have Enhanced DBS Certificates with a children's barred list check. Consideration will be given to requiring supervised volunteers to undertake Enhanced DBS Certificates without a children's barred list check.
- (31) All staff will receive an induction which will include safeguarding and health and safety. The member of staff will be provided with a copy key school policies (Appendix 2) including:
- Child protection policy and procedures,
 - Role of the Designated Safeguarding Lead,
 - Code of conduct for adults (staff behaviour policy),
 - Managing allegations against staff procedures,
 - Whistleblowing Policy,
 - What to do if you are worried a child is being abused? - Advice for practitioners (DFE 2015),
 - Keeping Children Safe in Education (2016) Part 1,
 - Additional guidance including neglect, FGM, forced marriage, extremism and radicalisation and gangs.

Safer Recruitment Checklist - Appendix 1

This checklist should be placed on someone's personnel file to demonstrate key recruitment practices have been followed.

Name:	
Post:	
Type of Contract:	
Start date	
Date left	
Name of person on interview panel who had safer recruitment training	
	Date added to personnel file
Offer of appointment letter subject to pre-employment checks	
Job description and person specification with reference to safeguarding responsibilities	
Reference 1 (from current employer) received	
Reference 2 received	
Any notes taken from follow up conversations with referees due to gaps or discrepancies in references	
Copies of identity documents	
Copy of qualifications	
Medical screening questionnaire and/or letter from health confirming fitness for work	
Teacher status check -prohibition order check (evidence of no sanctions and QTS status) including European Prohibitions (https://www.gov.uk/guidance/teacher-status-checks-information-for-employers)	
Checks for those EEA teacher sanctions and restrictions described in paragraph 114 (of Keeping Children Safe in Education) (https://www.gov.uk/guidance/teacher-status-checks-information-for-employers)	
A section 128 prohibition order or restrictions on a person from taking part in the management of an independent, studio, free school or academy. (https://www.gov.uk/guidance/teacher-status-checks-information-for-employers)	
Disqualification Check if required	
Evidence of right to work in the UK	
Evidence of additional overseas criminal checks if required	
Enhanced DBS Certificate can be retained on personnel file for no longer than 6 months	
Copies of application form, conditional offer letter, contract, job description and person spec, particulars, confirmation letter.	
Information entered onto the Single Central Record	

**Florence Melly Community Primary School
Mandatory Induction Checklist for ALL Staff and Volunteers - Appendix 2**

Mandatory Induction Checklist	
Name:	
Post:	
I confirm I will ensure that I read and understand the following documents.	
Signed:	
Staff and volunteers should receive copies of the following information/guidance:	
Induction Items	Date received
Name of the Headteacher, Designated Safeguarding Lead, COG and Safeguarding Governors	
Names of those trained to deputise for the Designated Safeguarding Lead	
Role of the Designated Safeguarding Lead (Appendix B of KCSIE, 2016)	
DFE Guidance: Keeping Children Safe in Education Part 1 and annexe A	
School's child protection policy and procedures	
School's managing allegations against staff procedures	
School's whistle-blowing policy	
Safer Recruitment Consortium: Guidance for Safer Working Practice for those working with Children and Young People in Education Settings	
School's own Code of Conduct/Staff Behaviour Policy	
'What to do if you are worried a child is being abused - Advice for practitioners (DFE, 2015)	
Inspecting safeguarding in early years, education and skills settings (Ofsted, 2016)	
Log in information for the school's Hays Online Safeguarding Training	
Staff and volunteers should know where to find the following information/guidance:	
Additional Safeguarding Guidance including: CSE, FGM, forced marriage, missing children, faith abuse, fabricated or induced illnesses, gangs and extremism and radicalisation.	
School's policies for children including: behaviour and equality and diversity.	
Policies for supporting children including: intimate care, positive and safe handling, medical needs.	
Health Care Plans for pupils.	
Fire Evacuation procedures	
Lock Down guidance/procedures	