



THE BRAMPTONS PRIMARY SCHOOL

SAFER RECRUITMENT POLICY

1.0 Introduction

- 1.1 The Bramptons Primary School is fully committed to safeguarding the welfare of children and therefore will always implement robust safer recruitment practices
- 1.2 The School will ensure that the recruitment and selection of all staff is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.
- 1.3 The School will also uphold our obligations under law and national collective agreements to not discriminate on the grounds of age, sex, race, sexual orientation, disability, nationality, ethnicity or religion.
- 1.4 The appointment of all employees will be made on merit and they will be selected on the basis of their ability and potential and in accordance with Employment Law, Keeping Children Safe in Education DfE guidance, the Equality in Employment Policy and the Equality Duty.

2.0 Purpose of the Policy

- 2.1 The purpose of this policy is to:
 - Attract the best possible applicants for the position;
 - Identify and reject applicants that are unsuitable to work with children and young people.

3.0 Roles and Responsibilities

3.1 Governing Body

The Governing Body will :

- Ensure that the school has effective policies and procedures in place for the safe and fair recruitment of Staff and Volunteers in accordance with Department for Education guidance and legal requirements;
- Monitor the schools compliance with them;
- Ensure that appropriate Staff and Governors have received Safer Recruitment training.

3.2 Head Teacher

The Governing Body delegates the power to offer employment for all posts to the Head Teacher. A trained Governor will be involved in the recruitment of a Teacher and Senior Leadership level appointments.

The Head Teacher will :

- Ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes in legislation or guidance;

- Ensure that all appropriate checks have been carried out on Staff and Volunteers who want to work at the school;
- Monitor contractors' and agencies' in compliance with this document;
- Promote the safety and well-being of children and young people at every stage of the process.

4.0 Regulated Activity

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 paid, 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.

5.0 Advertising

- 5.1 All vacant posts will be advertised on the Teach Northamptonshire website and the school website.

6.0 Information Provided to Applicants

- 6.1 The pack provided to applicants will include:

- A covering letter including
 - the statement that "*The Bramptons Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all Staff and Volunteers to share and demonstrate this commitment.*"
 - A statement that "*The successful candidate must meet the requirements of the job description and will be subject to pre-employment checks including an enhanced DBS check, a health check and satisfactory references.*"
 - The terms of employment including working hours, salary range and length of contract if fixed term.
 - The closing date for applications.
- The job description outlining the duties of the post and including the need to comply with safeguarding practices.
- The person specification.
- Disclosure of Criminal Conviction Form.
- Equality Monitoring Form.

7.0 Selection Panel

- 7.1 The Selection Panel for all posts will be led by, and will include, the Head Teacher and will comprise a minimum of two people, but normally three.

- 7.2 A Governor will be on the Panel for the appointment of a Teacher and for appointments at Senior Leadership level.
- 7.3 Every Selection Panel will include at least one person who has received Safer Recruitment Training.

8.0 Short-listing

- 8.1 The Selection Panel will short-list candidates against the Person Specification and the same criteria will be applied to all candidates. Particular attention will be paid to any gaps in employment history and the necessary checks will be made.

9.0 Reference Request

- 9.1 After short-listing and before interview, references will be sought for the candidates elected for interview unless the applicant clearly states that they do not want their employer contacted prior to interview.
- 9.2 References will be requested from two referees, one of which must be from the applicant's current, or most recent employer, if applicable. (i.e. In the case of a NQT a reference will be sought from the University).
- 9.3 Referees must not be related to the applicant, including by marriage, and must have known the applicant for at least two years.
- 9.4 Reference requests sent to the current or most recent employer will ask referees to confirm in writing :
- Their relationship to the applicant.
 - The applicants current post and salary.
 - Whether the applicant has been the subject of any disciplinary action relating to the safety and welfare of children and, if so, what the outcome was.
 - Whether there are any allegations or concerns about the applicant relating to the safety and welfare of children.
 - The applicant's performance history,
 - Whether the referee has any reservations as to the applicant's suitability to work with children and young people. (if so, more details will be sought).
 - The applicant's suitability to undertake the role making reference to the Person Specification and Job Description.
- 9.5 The second referee will be asked to provide a character reference.
- 9.6 Once references have been received a telephone call will be made to the referees to confirm the source of the reference received.
- 9.7 Applicants are entitled to see their references and they should be asked to obtain copies from their referees if they wish to do so.

10.0 Interviews

- 10.1 The applicants that are offered interviews will be sent a letter confirming:
- Time and date of the interview.

- Details of any tasks that will form part of the interview process.
- Who to contact to discuss the task prior to interview.

10.2 The list of interview questions will be agreed in advance of the interviews and all applicants will be asked the same questions. Further questions may be asked dependent on the applicant's answers to the initial questions.

10.3 All questions must be used to determine how each applicant meets the requirements of the post and must not be directly or indirectly discriminatory to those with protected characteristics as determined by the Equality Act 2010.

10.4 As part of the interview the Panel will explore the applicants understanding of safeguarding issues. This applies to all posts.

11.0 Offer of Appointment

11.1 An offer of appointment will be conditional upon satisfactory completion of the following pre-appointment checks and a letter will be sent to the applicant to this effect.

The checks will include:

- Confirming identity and proof of address from current photograph ID and/or utility bill.
- Obtaining an enhanced DBS check and Disqualification Declaration, including barred list information for those that are engaged in regulated activity.
- If, after carrying out a risk assessment, an individual will be judged as suitable to start work in a regulated activity before an enhanced DBS check is received, a separate Barred List check will be obtained.
- Checking that, if appointing a Teacher, they are not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service.
- Using the Employer Access Online Service to check Teacher qualifications.
- Requesting that the applicant completes a Medical Form.
- Verifying the applicant's right to work in the UK (Advice on GOV.UK website if it is not certain whether there is a need to verify the applicants right to work in the UK).
- Verifying professional qualifications.
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11.2 Upon satisfactory completion of the above check the applicant will be considered as appointed and the successful applicant will be asked to confirm in writing their acceptance of the position.

11.3 All appropriate paperwork will be stored in the personnel file and details will be entered on the Single Central Record.

12.0 Commencing Employment

12.1 Once the checks are completed the school will agree with the successful applicant the date on which they will start in post. This will largely be dependent on the notice period the successful applicant is required to give.

12.2 On commencing employment the school will complete an Induction Process and their details entered onto the schools Single Central Record.

13.0 **Other adults working with children who are not directly employed by the school**

Contractors

We will ensure that any contractor, or an employee of a contractor, who is to work at the school, has the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity.
- An enhanced DBS check, both 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.
- We will obtain a DBS check for self-employed contractors.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- We will check the identity of any contractors on arrival.
- For self-employed contractors, we 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 we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

13.1 **Supply Staff**

The Bramptons will only use agencies that have a Safer Recruitment Policy and that supply written confirmation that all relevant checks have been satisfactorily completed and they have received safeguarding training. On the first occasion that a member of supply staff arrives at the school they are asked to produce the DBS check and proof of identity. Their details are then entered onto the Single Central Record.

13.2 **Peripatetic Staff**

We use staff employed by the Northamptonshire Music Service to provide music lessons. They have provided confirmation that their employees have had the necessary checks and that they have undertaken safeguarding training. On the first occasion that a music teacher arrives at the school they are asked to produce the DBS check and proof of identity. They are given a safeguarding leaflet and their details are entered into the Single Central Record.

13.3 **Volunteers**

We will:

- Subject all volunteers to the necessary DBS checks.
- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity.

- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.
- Ensure that checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we can decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

13.4 Students on Placement

When students are working in school as part of a recognised training course (i.e. PGCE, NVQ) references and the application process will not be required. However, we will require proof of DBS enhanced clearance from the Student or University and their identity will be checked on arrival.

14.0 Related Policies

Safeguarding Policy
Volunteers Policy
Equality in Employment Policy
Equality Duty
Visitors Policy
Equality Policy