



Safer Recruitment And DBS Practice

Document Owner	Principal
Lead Person	HR Manager
Frequency of Review	Every 3 years (or in response to statutory change)
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Introduction and Scope of this Policy

Chipping Campden School is committed to providing the best possible care and education for its students and to safeguarding and promoting the welfare of children and young people. Upon engagement of staff or professional services a robust approach to recruitment, selection and DBS disclosure processes help enable us to attract, recruit and retain staff and professional services of the highest calibre who share and understand that safeguarding and child protection of our young people is our highest priority.

The aims of the school's safer recruitment and DBS policy are as follows:

- To ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people
- To ensure all necessary pre-employment checks and DBS processes and safer working practices for anyone engaged in activities in our school
- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined in the Equality Act 2010.
- To ensure compliance with all relevant recommendations, statutory and non-statutory guidance

All employees and Trustees involved in the recruitment and selection and engagement of staff or any person working in school are responsible for familiarising themselves with and complying with the provisions of this policy and should ensure they are aware of their responsibilities under the relevant employment legislation.

Documentation relating to these processes and procedures will be treated with the utmost confidentiality and in accordance with the requirements of the Data Protection Act.

Recruitment & Selection Process

Advertising, job information and application forms

Our website job pages will include this policy to give clarity to job applicants regarding our safer recruitment practices. Job vacancy adverts will contain a safer recruitment statement and the requirement for safeguarding checks to be undertaken including an enhanced DBS certificate. Candidate information will include a Job Description and Person Specification and include a reference to our school's commitment to the responsibility for safeguarding and promoting the welfare of children and the requirement to share that commitment.

All applicants for employment will be required to complete and sign an application form (part 1) containing questions about their academic and employment history and their suitability for the role. Incomplete or unsigned application forms will not be accepted and a curriculum vitae will not be accepted in place of the completed application form.

Shortlisting and Interview

Part 1 completed applications will go through a shortlisting process which will involve at least 2 people. The shortlisting process and interview will consider any inconsistencies, look for gaps in employment and reasons given for them, review reasons for leaving and explore all potential concerns.

Once we have shortlisted candidates, we will ask them to complete Part 2 of the application form and invite them to attend a selection process which will include a formal interview at where their relevant skills and experience will be discussed in more detail. If the candidate submits Part 2 at the point of application, this will be separated by HR and be held until the shortlisting panel have made their decision.

Part 2 requests a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we ask includes:

- If they have a criminal history
- Whether they are included on the barred list - Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information
- Right to work in the UK

Their criminal declaration includes a statement to the effect that provision of false information is an offence and could result in the application being rejected or employment being terminated.

At least one member of the interview panel will have completed safer recruitment training.

Prior to interview, questions will be prepared and agreed ensuring safeguarding is incorporated and that there is not a reliance on hypothetical questions. We will make candidates aware at interview that we carry out on-line searches as part of our due diligence process.

Managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. In addition to the standard agreed questions, any anomalies in references, employment or academic information will be explored with the candidate. The selection process may also incorporate further interviews, a lesson observation, presentation and written tasks where it is deemed appropriate.

A record of every recruitment interview must be made and passed to the HR Department to be retained for a suitable period of time.

Job offers should only be made following full reflection by the interviewing panel and will not be made on the spot at interview.

Requests for feedback

We understand that feedback can be helpful. We will endeavour to give feedback upon request from candidates, however this may not always be possible.

Conditional offer of appointment: pre-appointment checks

Any offer to a successful candidate will be conditional upon:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment
- The receipt of two satisfactory references, one of which must be from the applicant's most recent employer (if these have not already been received)
- Completion of any overseas checks as appropriate
- The receipt of a satisfactory enhanced DBS check
- Satisfactory medical fitness
- Verification of identity and evidence of the right to work in the UK.
- Proof of professional qualifications, where appropriate
- Prohibition checks. For Teaching that the candidate is not subject to a prohibition order issued by the Secretary of State. For a candidate taking part in the management of the school, a check under section 128 of the Independent Educational Provision in England.
- Teaching Regulation Agency employer checks for information about any teacher sanction or restriction

It is the school's practice that a successfully appointed candidate must complete a pre-employment health questionnaire. This is assessed by Occupational Health. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

Pre-appointment vetting checks

Copies and verification of these checks, where appropriate, will be held on the person's HR file and we will record all information on the checks carried out in the school's single central record (SCR) in line with guidelines.

All applicants who are invited to an interview will be required to bring picture identity and present it at the Reception Office on arrival at school, for example:

- Current driving licence (including photograph) or passport or full birth certificate

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff/engagements, we will verify their:

- Identity
- Right to work in the UK which we will keep for the duration of the member of staff's employment
- Home address
- Professional qualifications as appropriate
- Mental and physical fitness to carry out their work responsibilities

Other checks undertaken:

- Obtain an enhanced DBS certificate including barred check list information for those who will be engaging in ***regulated activity**. We will obtain a certificate before, or as soon as practicable after appointment, including when using the DBS update service. We will not keep a copy of the DBS, but we may still keep a record of the fact that vetting took place and the result of the check.
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available.
- Ensure they are not subject to a prohibition order if teaching or section 128 if taking up a school management position
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK overseas.
- Obtain formal documentary evidence of changes of name

***regulated activity** means a person who will be:

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

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We 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.

Trainee student teachers

We will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged to be suitable to work with children.

Volunteers

We will obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity.

Volunteers will not be considered to be in a regulated activity if they are supervised to the appropriate level.

We will carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list check for any volunteers not engaging in regulated activity. We will retain a copy of this risk assessment.

Visitors

It is not necessary to obtain DBS Disclosure for visitors, however, they will be required to sign in and out and are not to be left unsupervised*

Arrival and responsibility during time on the school premises

All contractors/agency/visitors/periodic professionals/candidates must be directed to sign in and out via the School Reception office during school hours. Reception will verify the identity and check that satisfactory DBS is supplied/already held (as appropriate to the visit to School).

The member of staff responsible for organising the visit will be responsible for notifying Reception of the purpose of the visit and for taking responsibility for the visitor when in School

References upon appointment

References will be taken up on shortlisted candidates with every endeavour made to secure them prior to candidate attendance at interview. Interview timings should be arranged by interview panels

with this process in mind (allowing enough time for invitation and acceptance of interview and then the reference requests to be sent and received).

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the Job Description for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The application's dates of employment; salary, job title/duties, reason for leaving, performance and disciplinary record
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

We will only accept references obtained directly from the referee and we will not rely on references or testimonials provided by the applicant or on open references or testimonials.

We will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

External requests for references

All requests for references should be communicated to the Principal/Vice Principal, COFO or HR Manager. No reference should be given by a school employee other than in consultation and with the approval of the people holding these responsibilities. Mortgage, rent or legal references will only be given in response to a specific written request and no information will be supplied without the permission of the employee.

Working without a DBS

The DBS check forms one part of a wider safer recruitment process and individuals would not normally be able to start in a post without a completed check. However, the School could agree to a person starting without a DBS disclosure providing the following are in place:

- A written risk assessment has been undertaken and approved by the Principal
- Supervision is in place (appropriate to the nature of duties and the individual's history and experience)
- All other pre-appointment checks have been completed and are satisfactory

- The person has had a children's barred list check which shows they are not barred from working with children
- The person in question has been informed of the agreed safeguards in place whilst awaiting DBS.

Policy on recruitment of ex-offenders

Upfront disclosure of a criminal record may not debar a candidate from employment as the school shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen by the Principal. If candidates would like to discuss this beforehand, they are asked to please telephone HR Manager in the first instance.

In view of the fact that all positions within the School will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 as amended in 2013)).

Failure to disclose any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal on the grounds of gross misconduct if the discrepancy comes to light subsequently.

Under the relevant legislation, it is unlawful for us to employ anyone who is included on the lists maintained by the Department for Education of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for us to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the school. Therefore, if we receive an application from a disqualified person; or we are provided with false information in, or in support of an applicant's application; or we have serious concerns about an applicant's suitability to work with children; we will report the matter to the Police and/or DBS.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect this/her suitability to work with children must notify the school immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings received.

Assessment Criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, we will consider the following factors before reaching a recruitment decision:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person
- Any other factor considered relevant in the circumstances

It is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences:

- Murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence drug related offences (Classes A, B & C and alcohol), robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of drink driving or any other serious driving offence.

This list is non exhaustive and there may be other offences that we consider make the employment of an individual to be high risk.

Assessment Procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, we will refer the matter to a DBS panel.

If an applicant wishes to dispute any information contained in a Disclosure, he/she can do so by contacting the DBS directly. In cases where the applicant could otherwise be offered a position were it not for the disputed information, we will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

Retention of Records

If an applicant is appointed, we will retain any relevant information provided on their application form (together with any attachments) on their HR file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests us to keep their details on file.

A Single Central Register records relevant checks have been carried out (identity, enhanced disclosure, right to work in the UK, children's barred list, prohibition, qualifications, overseas checks and two references. Any hard copies in relation to this information will be kept on the HR or SCR hard copy file.

Processing of personal data

The organisation processes personal data collected during the recruitment process in accordance with its Data Handling and Protection Policy and Job Applicant Privacy Notice. In particular, data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately.

Queries

If an applicant has any queries on how to complete the application form or any other matter, they should contact the Principal or the HR Manager.