



PRENTON HIGH SCHOOL FOR GIRLS

SAFER RECRUITMENT POLICY

Reviewed:	Summer 2021
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STATEMENT OF INTENT

This policy is designed to assist with recruitment and selection at Prenton High School for Girls. It outlines our recruitment procedure and is in-line with the DfE statutory guidance on safeguarding.

Through this policy Prenton High School for Girls aims to embed safer recruitment practices and procedures to ensure a more robust safeguarding culture at our school.

1 ROLES AND RESPONSIBILITIES:

- 1.1 The governing body of the school is responsible for ensuring there are effective policies and procedures in place to ensure recruitment at Prenton High School for Girls is in-line with DfE guidance and legal requirements.

At Prenton High School for Girls our governing body strives to ensure that staff recruitment is safe and fair, and the governing body continues to monitor this aspect of the school's Recruitment Policy alongside legal and statutory compliance.

- 1.2 The Headteacher will assist the governing body in ensuring that staff recruitment is safe, fair and compliant. The Headteacher will also ensure appropriate checks have been carried out on staff, volunteers, contractors and agencies working within the school.

The Headteacher is also responsible for ensuring that appropriate supervision of employees/volunteers is organised, where necessary, and for promoting the safety and wellbeing of pupils generally and throughout this process.

- 1.3 Withdrawal from Meetings and Pecuniary Interest: If a member of the Recruitment Panel member has a direct or indirect pecuniary interest he/she must declare the fact and take no part in the discussion and withdraw. A committee member is treated as having a pecuniary interest if a relative or spouse living with him/her has such an interest.
- 1.4 A teacher governor and the Headteacher whether a Governor or not are not regarded (other things being equal) as having an interest greater than that of other teachers at the school. However, if present when the appointment or promotion of himself/herself or a relative or a spouse is under consideration he/she shall take no part in the discussion and withdraw and not vote.

2 INVITING APPLICATIONS – ADVERTISEMENTS

- 2.1 Unless filled through internal redeployment, all posts will be advertised through external media, keeping in mind the school's Single Equality Policy and the need to reach disadvantaged groups. A commitment to equal rights will be stated in advertisements.
- 2.2 Advertisements will include a job description, outline the person specifications potential candidates should display, and detail the closing date.
- 2.3 Recruitment will not be through 'word of mouth' and advertisement will aim to reach as broad an audience as possible (i.e. local advertising may not be appropriate).
- 2.4 The contact point for telephone or email enquiries will be clearly outlined and it is advisable that application forms are accessible both on the school's website, as well as being sent out to applicants.
- 2.5 To ensure a consistent approach, the school will only accept applications on the School's application form, CVs will not be accepted

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3 INFORMATION FOR CANDIDATES

- 3.1 Information for candidates will generally be provided in the form of an information pack. This will include:
- A copy of the advertisement.
 - A more comprehensive job description.
 - A more comprehensive person specification.
 - Equal rights material.
 - A brief outline of the school, its values and aims.
 - The Child Protection and Safeguarding Policy
 - An application form – to assist with fair comparisons between applicants. This will also include a section for references to be recorded, one of which should be the candidate’s most recent employer.

4 IDENTIFICATION OF THE RECRUITMENT PANEL

- 4.1 The recruitment panel will comprise of an ‘appointing officer’, responsible for the management of the entire recruitment process. Between two and four selectors is appropriate for most appointments.
- 4.2 At least one member of the panel should have successfully completed training in safer recruitment.

5 SHORTLISTING

- 5.1 All application forms (whether incomplete or completed) must be taken into account when shortlisting candidates for an interview.
- 5.2 Candidates who are shortlisted should meet all the essential aspects of the person specification requirements. This process will be as systematic as possible and all selectors will read through all applications, each creating their own shortlist. These will be collated and discussed between selectors before a final shortlist is decided on.
- 5.3 All original material used in creating a shortlist must be retained by the school for 12 months.
- 5.4 The reasons why applicants were not shortlisted should be recorded.

6 INTERVIEW INVITATIONS

- 6.1 Interviews should be avoided the last two weeks of the summer term, to allow for sufficient time for the successful candidate to be informed and the necessary appointment documentation to be completed
- 6.2 Once a shortlist has been decided, the successful applicants will be contacted by the HR Manager and a suitable interview time decided.
- 6.3 All shortlisted applicants will be notified of the structure and duration of the interview.
- 6.4 Permission will be asked to contact the candidate’s referees prior to interview.

7 REFERENCES

- 7.1 Two referees, one of which must be the candidate’s most recent employer, will be contacted by the HR Manager, ideally before candidates are interviewed.

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- 7.2 If an applicant has not given their most recent employer as a referee, permission should be sought to contact them to request a reference.
- 7.3 If the candidate is applying for a teaching post and is not currently employed as a teacher, the school/college/local authority where they were most recently employed as a teacher should be contacted.
- 7.4 Questions on Prenton High School for Girl's reference template include:
- General information about the candidate's previous professional performance and suitability for the post.
 - The candidate's suitability to work with children and young people.
 - Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people.
 - The applicant's attendance record.
 - The applicant's disciplinary record.
- 7.5 Records will be kept of these conversations, or written references requested, and any uncertainties or issues followed up with the referee verbally will be recorded.
- 7.6 Following reference checks, any concerns raised by referees will be put to the candidate at interview. Such conversations will also be recorded.
- 7.7 **A firm offer of employment should not be made until after the receipt of satisfactory written references.** References should be scrutinized and any concerns resolved satisfactorily, before the offer of appointment is made.

8 DIGITAL FOOTPRINTS

- 8.1 At Prenton High School for Girls we are committed to ensuring that safeguarding is a top priority.
- 8.2 In light of this commitment, where appropriate, potential candidates' social media or other online activity will be checked prior to interview and records made of any offensive or inappropriate material.
- 8.3 This process may include a search for the candidate via:
- Google
 - Facebook
 - Linked In

9 SELECTION PROCESS

- 9.1 During interviews, candidates will be asked standard form questions and their responses recorded for ease of comparison.
- 9.2 Any concerns raised through contact with referees will be put to the candidate at this stage.
- 9.3 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.
- 9.4 Candidates will always be required to:
- to explain satisfactorily any gaps in employment;

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- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

10 EMPLOYMENT CHECKS AND DBS CHECKS (INC. "REGULATED ACTIVITY")

10.1 For the purpose of this policy, and in accordance with the Keeping Children Safe in Education Guidance, "regulated activity" means:

- The employee will be responsible for the care or supervision of children on a regular basis.
- The employee will regularly work in the school while children are on the premises (whether or not the person is directly employed by the school, is a contractor or a volunteer).
- The employee will come into contact with children under 18 years old on a regular basis.

10.2 Regulated activity includes:

- Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children.
- Work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.
- Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:
 - Relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.
 - Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

The level of DBS check, including whether a prohibition check is required, will depend on the applicant's role. For most appointments, i.e. those in 'regulated activity', an enhanced DBS check with barred list information is sufficient.

10.3 Requirement to subscribe to the DBS Update Service

- In line with Prenton High School's commitment to safeguarding and promoting the welfare of every student, all staff will be required to subscribe to the DBS Update Service and maintain their membership for the duration of their employment in that post, to ensure that their on-going employment in their position of trust is appropriate.
- The cost of subscription to the Update Service for staff will be met fully by Prenton High School on production of evidence of payment.

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- Staff are required to subscribe to the Update Service and give written consent for their status to be checked annually. Failure to maintain their annual subscription will result in the staff member being required to obtain a new DBS disclosure and re-subscribe to the Update Service, at their expense.

All staff will be reminded of their duty to disclose convictions in line with the provisions of this policy and will be required to sign an electronic annual declaration to acknowledge this.

10.4 General recruitment

10.4.1 Prenton High School for Girls will take care to ensure that:

- A candidate's identity is verified, preferably from a current photographic ID and proof of address except where, for exceptional reasons, none is available.
- Appropriate DBS checks are obtained for all candidates, including barred list information and the existence of a s.128 direction, where the person is engaged in regulated activity.
- Where an individual is successful in their application, and begins work in a regulated activity before a DBS certificate is available, a separate barred list check will be obtained:
- Where applicants have subscribed to the DBS Update Service, and give permission for this to be accessed, this service will be used instead.
- The Employer Access Online service and the Teacher Reference Number will be used to check successful candidates for teaching positions and successful candidates (with QTS) for non-teaching positions are not subject to any of the following:
 - Teachers who have failed induction or probation
 - GTC for England sanctions
 - Teachers and others prohibited from the profession issued by the Secretary of State.
 - Teachers sanctioned in other EEA member states
 - Section 128 barring directions.
- To verify the candidate's mental and physical fitness to carry out their work responsibilities.
- The successful candidate has a right to work in the UK.
- Where a candidate has worked overseas, that appropriate checks are carried out per this policy.
- Original certificates of relevant qualifications are verified.

NOTE: There is no requirement to obtain an enhanced DBS check if, in the three months prior to beginning work in their new appointment, the applicant has worked:

- In a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006; or
- In a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.

But a school or college **may** request an enhanced DBS check with barred list information should there be concerns and bearing in mind the duty schools and colleges are under not to allow a barred person to work in regulated activity.

NOTE: A school or college **may not** request an enhance DBS check with barred list check for anyone working in the school or college who is not in regulated activity, but may request an enhanced DBS check without a barred list check.

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On completing the above checks, a Safer Recruitment Risk Assessment must be completed (appendices) if the commencement of employment is being considered prior to receipt of a satisfactory DBS disclosure. Where an individual starts work in regulated activity before the DBS certificate is available, then the individual must be appropriately supervised and all other checks, including a separate barred list check, must be completed.

If any cautions, convictions or causes for concern are disclosed on the DBS Certificate, a DBS risk assessment (appendices) must be completed and a meeting held with the applicant. The Headteacher and Governing Body can then seek advice before a decision is made about the person's suitability to work with children, taking into account only those offences which may be relevant to the post in question. In deciding the relevance, the following should be considered as part of your risk assessment:

- the nature of the appointment
- the nature of the offence
- the age at which the offence took place
- the frequency of the offence

10.5 Volunteers

10.5.1 Where a volunteer is recruited to engage in work which is not considered 'regulated activity', an enhanced DBS certificate will be obtained.

10.5.2 Volunteers recruited to take part in regulated activity must obtain an enhanced DBS certificate with a barred list check.

10.5.3 Under no circumstances will a volunteer who has not provided a DBS certificate be left unsupervised or allowed to work in regulated activity.

NOTE: Where a volunteer is to be placed under supervision, they are not considered to be taking part in regulated activity and therefore it is illegal for the school to request a barred list check on the volunteer.

Supervision must:

- Be by a person who is in regulated activity
- Be regular and day to day
- Be "reasonable in all the circumstances to ensure the protection of children"

10.6 Individuals who have lived outside the UK

10.6.1 No exceptions will be made for candidates who have lived outside of the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.

10.6.2 The DfE guidance on the employment of overseas-trained teachers will be consulted should an overseas candidate apply for a teaching position.

10.7 Agency and third party staff

10.7.1 In the case of any employee working at Prenton High School for Girls sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary DBS checks have been completed.

10.7.2 Confirmation must also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification is generally appropriate.

10.8 Trainee/student teachers

10.8.1 At Prenton High School for Girls we will ensure that enhanced DBS certificates and

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barred list checks are obtained on all 'salaried' applicants for initial teacher training.

10.8.2 Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks.

11 DECISION MAKING

- 11.1 At Prenton High School for Girls, we are committed to ensuring the best individuals are recruited to work at our school. Applicants will therefore be carefully checked against the selection criteria and all essential criteria from the person specification must be met before any offers of employment are made.
- 11.2 In line with our safeguarding obligations, we will carefully consider all information about past disciplinary action or allegations. This includes information obtained from the Employer Access Online checks.

12 SINGLE CENTRAL RECORD

- 12.1 Per legal requirements, Prenton High School for Girls will maintain and regularly update our single central record. All new employees will be added to the record, which will include:
- All staff (including supply staff) who work at the school.
 - All others who work in regular contact with children in the school or college, including volunteers.
- 12.2 For each individual, the single central record will outline whether or not the following checks have been carried out/certificates obtained, along with the date of the check:
- 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
 - A check to establish the person's right to work in the UK

13 COMPLAINTS PROCEDURE

The Recruitment Panel should be prepared and able to justify the reasons why an applicant has not been either shortlisted or appointed. If the procedures are carefully followed, the Panel will be in a position to address any complaint raised.

Complaints may be lodged and responded to at any stage of the procedure. Internal candidates have access to the School's Grievance Procedure. External candidates must submit their complaint, in writing, to the Chairperson of the Recruitment Panel.

14 EXPENSES

The Governing Body should consider all reasonable expenses applicants incur in attending the interview. However, payment of expenses is at their discretion.

These will include second class rail fares and other public transport fares incurred in travelling from home to the place of interview and, where appropriate, overnight accommodation expenses up to a maximum determined by the Governing Body from time to time.

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For applicants travelling from abroad, expenses will be paid from the point of entry into the United Kingdom.

The Governing Body does not, however, have to pay the interview expenses of applicants who withdraw.

15 SAFER RECRUITMENT CHECKLIST (TO BE USED FOR ALL VACANCIES)

Before you release your post...	
Step 1: Ensure that you have an up to date recruitment and selection policy that describes the process and roles before you begin.	
Step 2: Ensure that your organisation has a safeguarding policy and that a statement about the organisation's commitment to safeguarding is included in all recruitment and selection materials.	
Step 3: Ensure that you have an up to date job description and person specification for the role(s) you wish to recruit to, that have been agreed with the recruiting manager.	
Step 4: Ensure that you have an appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding.	
Step 5: Ensure that you have compiled a suitable candidate information pack containing all the required information about the organisation, role, recruitment timetable, safeguarding policy/statement and application form.	
Before you interview...	
Step 6: Ensure that each application received is scrutinised in a systematic way by the shortlisting panel in order to agree your shortlist before sending invitations to interview.	
Step 7: Ensure that all appropriate checks have been undertaken on your shortlisted candidates, including references.	
Step 8: Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information.	
Before you select your preferred candidate...	
Step 9: Ensure that a face-to-face interview is conducted for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description. Include skills assessment/tasks as necessary.	
Step 10: Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form. Ensure relevant tasks are completed.	
Before you formally appoint...	
Step 11: Ensure that you are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role.	

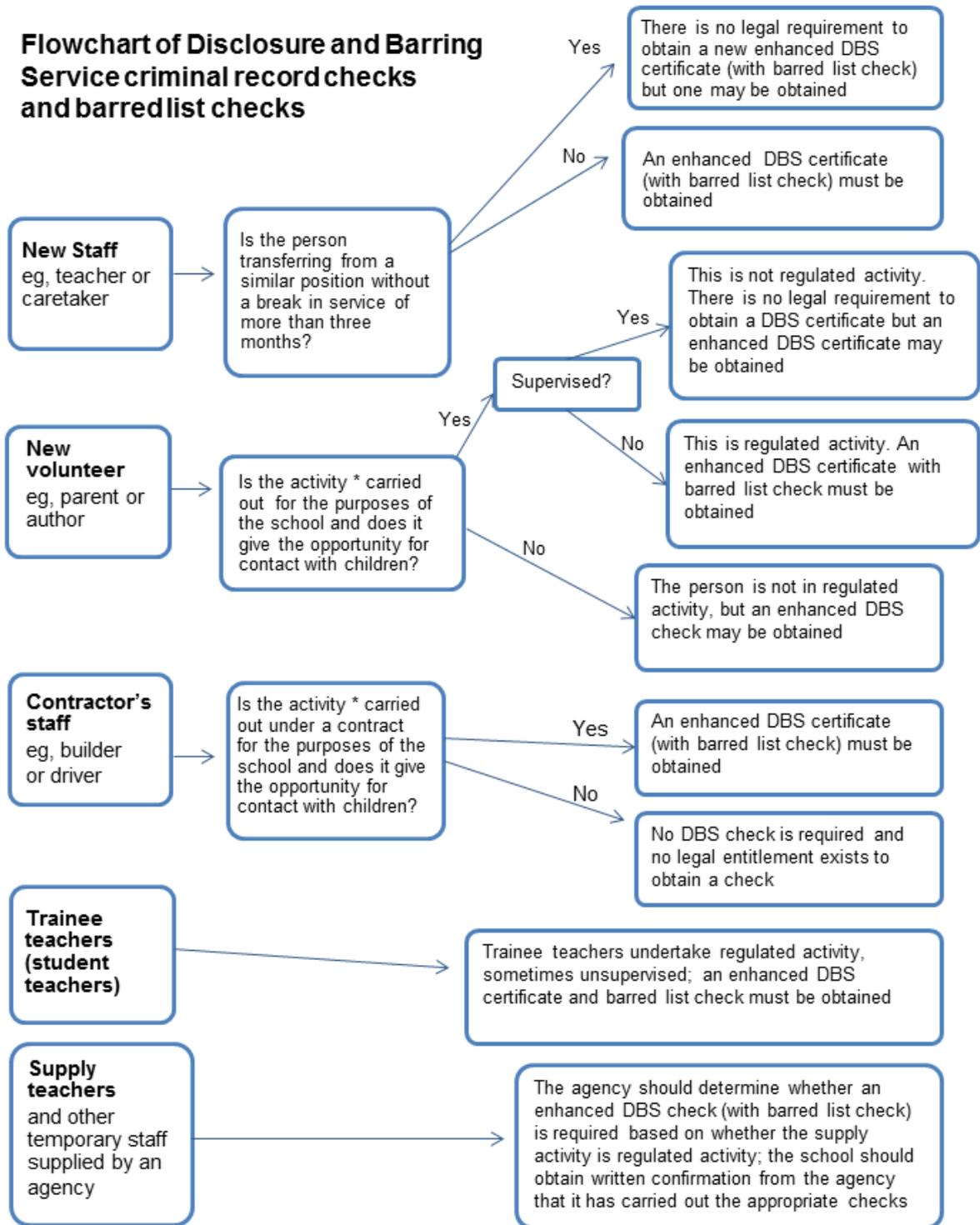
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Step 12: Ensure that your preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks.	
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15.1 A. Flowchart of disclosure and barring service criminal record checks and barred list checks.

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Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

15.2 Risk Assessment - This form is to be used when commencement of employment is being

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considered prior to a satisfactory DBS Disclosure being obtained. Please tick and date when completed. Record all follow up actions and comments.

Action	Complete	Management Action	Date	Initials
Pre-recruitment Checks				
Application form checked for gaps and anomalies				
Two satisfactory references received				
Completed DBS application on-line (Capita VRS)				
Proof of ID obtained and copied				
Permission to work in UK checked and documented				
Original qualifications seen and copied				
Check of professional registration body with satisfactory results				
Safeguarding Checks				
If employee has disclosed previous convictions/cautions please consider the following:				
Candidate has made you aware of nature of conviction/caution and you do/do not feel this poses a risk to the safety of children and staff/volunteers				
The conviction/caution does not automatically bar candidate from working with children				
For all employees please consider the following questions:				
Does the post require unsupervised access to children?				
In the course of such duties can the employee be observed or supervised by another who has been checked?				
Does the post require employee to work in a remote/out of sight location?				

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Action	Complete	Management Action	Date	Initials
Does the employee have access to keys that grant unsupervised access to building out of hours?				
Will the employee be providing personal care to children?				
Will the employee be responsible for escorting children to the toilet?				
Will the employee be residing with children for any period of time?				
Will the employee have potential for contact with children away from the organisation or outside working hours?				
Is training required for others in relation to supervising the employee?				
Does the employee require supervision prior to return of satisfactory DBS Disclosure?				

I confirm that I have considered the risk to children, staff and volunteers of allowing this person to be employed prior to receipt of satisfactory DBS Disclosure.

I am willing/not willing for them to commence employment subject to any conditions outlined above.

Signature:

Print name:

Position:

Date:

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15.3 Risk Assessment DBS Certificate Pro-forma:

To be completed if the DBS Certificate has criminal record disclosures

Name on DBS Certificate:

Certificate No:

Post:

Date of issue:

Question	Yes	No	Comments/Actions/Explanation	Initials
Did the applicant declare their offences on their job application form or on the DBS Disclosure application and/or in interview?				
Does the individual agree that the information detailed on the DBS Certificate is correct?				
Does the individual regret the matter(s) or what is their attitude towards the matters now?				
Would they do anything differently now?				
Has the individual's circumstances changed since the conviction? e.g. location, friends, partner, education?				
Does the disclosure show recent offences or a recent change in behaviour? How long ago was that? Was the applicant a juvenile at the time of any offence(s)?				
Are there any mitigating circumstances? (e.g. peer pressure, financial need or lack of judgement)				
Does the disclosure show a pattern of offending? e.g. is there a cycle or history, reoccurrence, repeat offences				
Can the applicant demonstrate any efforts not to re-offend? i.e. Rehabilitation Course				

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Question	Yes	No	Comments/Actions/Explanation	Initials
Do any offences have any relevance to the job role?				
Does the nature of the job present any opportunities for the post holder to reoffend in the place of work?				
What is the nature of the contact the individual has with children?				
Can any safeguards be implemented to reduce/remove any risk? e.g. no unsupervised contact				
Will the post holder be supervised? Is supervision available?				

Outcome of Assessment

I am satisfied that based on the above, the criminal background of this person should not prevent them taking up the position	
I am not satisfied that based on the above, the criminal background of this person makes them suitable to take up the position	

Headteacher's Name:

Headteacher's Signature:

Date:

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