



# **FARNEY CLOSE SCHOOL**

## **SAFE RECRUITMENT POLICY AND GUIDANCE**

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<b>Role</b>	<b>Principal</b>
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## **Introduction**

Farney Close is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity,

The School follows all legal regulations and guidance including Part 3 of Keeping Children Safe in Education (most recent document), when recruiting and vetting all applicants.

The procedures and processes outlined in this document apply to all applicants for employment. In addition, Governors and Directors, Volunteers, Contractors, Consultants, Therapists, Agency and Supply staff need to comply with the procedures and processes. This applies to those with either a regular or temporary contract.

## **The Recruitment Procedure**

If a vacancy is identified and if it is a new post or altered role, rather than a straightforward replacement, a proposal is submitted and agreed by the Principal and the Governing Body.

A Job Description and Person Specification is prepared and approved by HR after liaising with the relevant senior manager. These will form the basis of the advertisement and the selection process. A pay range for the role is also agreed.

Advertisements are placed, by HR, in the relevant medium dependant on the requirements of the post. All advertising includes the school's commitment to Safeguarding.

All prospective applicants are sent or are able to download a copy of the School's Employment Application Form (GDPR compliant version) and the relevant job description and person specification. The use of CVs only is not acceptable for reasons of consistency and clarity.

The only exception to this is supply workers who are employed to cover absences. The supply agency will have undertaken the checks for these workers. The schools HR will undertake checking all details required for the SCR, and the person's identity, as soon as that person attends the school site for the first time. This will be recorded on the schools SCR.

Workers who come via an agency looking for permanent work rather than supply (including temp to perm) must complete, and submit, a FCS application form prior to interview.

On or shortly after the closing date, the selection panel will compile a shortlist from applications. Any copies of application forms can be obtained from the HR Officer who will keep a log of who has access.

All applicants will be encouraged to visit the School in advance of any interview process. This will provide an opportunity to discuss the position available, the school and its work, and to outline our Safe Recruitment Process.

Prospective Teachers meet with the Vice Principal and/or the Head of Education if possible. Prospective support staff will meet with the relevant Manager for that particular area. Potential Residential Social Care Workers will always visit during the evening, allowing them to meet other RSCW's, and the children informally as well as the Head of Care and /or Senior Residential Social Care Workers. During any visit applicants will be accompanied at all times.

Once the shortlist is complete, candidates will be invited for interview. Once accepted, the HR Officer will request references (if permission has been given) and will scrutinize the application forms for employment gaps.

References should be obtained from a current or the most recent employer where a person is unemployed. If a candidate is not currently working with children in a regulated capacity but has done so in the past in either a voluntary or employed capacity, we will ask the candidate to supply a referee from that organisation. We do not accept references from friends or family members. Neither do we accept open testimonials or references included within an applicant's application form. The only exception to this is when the person lacks employers to obtain references from.

We hold the option for applicants social media will also be checked by HR and the relevant Line Manager. A statement informing employees of this can be found on the application form. This checks enables us to further determine whether this person is appropriate to be employed by the school.

## **Interviews**

All formal interviews will take place with a panel of at least two interviewers. Ideally three will sit on the panel. At least one member of the panel will have completed Safer Recruitment Training. One of the panel members will also be the DSL or DDSLs. Two sets of notes will be taken at the interview and kept on file. For unsuccessful candidates these notes, along with all of the other collected application process information, will be kept for 6 months and then destroyed in compliance with GDPR guidance.

Applicants invited to attend interview will also be asked to bring original identity documents, such as their birth certificate or passport, to confirm their identity and their right to work in the UK, and any relevant qualification certificates.

In some cases, candidates will also receive an informal interview with staff relevant to that department and may be required to undertake a written task or presentation.

HR will scrutinise the applicant's application form for any discrepancies which will be discussed at interview. During the interview candidates will also be asked to explain any gaps in their employment.

## **Offer of Employment**

If a candidate accepts the offer of employment, they will receive written confirmation that the offer is conditional on a clear enhanced DBS check, two positive verified references, confirmation of mental and physical fitness and other checks as required. It will also confirm the salary and start date where possible.

For workers coming from an Agency on a temp to perm basis, the school will undertake their own DBS, complete SCR checks including gathering two references, prior to their permanent contract being agreed.

## **Pre-Employment Checks**

Staff should not commence employment at the School until all the relevant pre-employment checks are completed.

A satisfactory Enhanced DBS (with Barred List) Check will be required. If the candidate is registered with the DBS Update Service, sight of the original DBS Certificate will be required, and an online check made.

All candidates will complete the DBS Application with the School's HR Officer, who is the named staff eligible to access the online process. This process will require the candidate to provide a range of original documentation, details of acceptable documents will be provided prior to the DBS Application being made.

On rare occasions people that are waiting for their DBS to be returned from the umbrella company but who have had a successful interview and two good references, may have a Risk Assessment completed and be allowed to start work. They will be with a member of staff who has a schools DBS at all times.

A candidates' eligibility to work in the UK will be verified. Where there is any uncertainty about whether or not a candidate needs permission to work in the UK, then the school will follow advice on the .GOV.uk website.

For applicants who have lived and worked outside the UK for more than 3 months in the last 5 years, an overseas check or Certificate of Good Conduct will be required. Instructions for this can be found on the .GOV.uk website. For overseas Teachers, a check will be made to ensure that they hold the relevant or 'equivalent' teaching qualification requirements.

All candidates who are to be employed in teaching roles will be subject to a check for Prohibitions, Directions, Sanctions and Restrictions via the Teacher Services Checking System. The check includes prohibition orders, GTCE sanctions and restrictions, and includes sanctions or restrictions given by the European Economic Area (EEA) professional regulating authorities. This ensures that Teachers are not prohibited from teaching. From 1<sup>st</sup> January 2021 the TRA Teacher Services system no longer maintains a list of teachers who have been sanctioned in EEA member states.

Staff that have worked overseas must undergo the same checks as all other staff employed by the school.

The Teacher Services' system will also be checked to verify Qualified Teacher Status (QTS).

For staff who work in the childcare provision within the school, or who are directly concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2018. Further information concerning these checks can be found under the 'Disqualification under the Childcare Act 2006'.

As an Independent School, a check is required to ensure that anyone appointed to a leadership position, or as a Governor, is not subject to a Section 128 Direction, which disqualifies a person from taking up such a position.

References, once received, must be verified. The HR Officer, Principal or Vice Principal will personally speak to the candidate's referees and address any issues that might have been raised in the reference. The verifier will specifically ask whether there is any reason that they know why a candidate should not work with children and whether there is anything the referee would like to discuss with the Principal or Designated Safeguarding Lead. Details of the conversation will be recorded and retained.

Once references have been verified the HR officer will ensure that the relevant Line Manager has site of them to ensure that they are happy to continue with the offer of employment.

All offers of employment are subject to confirmation of physical and mental capacity for the role. A confidential medical form should be completed and may be sent to the Occupational Health Advisor for clearance. If further information is required, the Advisor may contact the candidate.

Original Certificates of relevant qualifications will be required to be seen and validated. Copies of educative certificates will be kept on file. DBS certificates are not required to be kept by the school.

Where necessary, details will be made of any further work history checks that have been carried out, in particular where people have worked in other educational or care establishments.

Successful candidates will be provided with a copy of the school's Safeguarding Policy and the Staff Handbook prior to commencing their employment. They will also be issued with the schools' pack of disclosure forms which they must read, complete and sign prior to starting work. Support is offered for anyone who requires help understanding the content of the forms. Staff will complete a Probation Period according to the terms of their Contract of Employment, initial review at 3 months with full review at 6 months.

## **Record Retention / Data Protection**

The School is legally required to undertake the above pre-employment checks.

All employees have a personnel file containing relevant information provided as part of the application process. This will include copies of the documents used to verify identity, right to work in the UK, mental and physical fitness and qualifications. Medical information may be used to help the school to discharge its obligations as an employer e.g. so that the school may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained for the duration of employment with the School. All personnel files are kept centrally in a locked and secure cabinet. Once employment has ended, information in the file is retained and destroyed in accordance with the school's record retention schedule and in line with safeguarding requirements.

Certain information may be kept for up to 75 years after the end of their employment, in line with the requirements of Insurance and other Regulations.

The School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie: shredded). The 6-month retention period is in accordance with the GDPR Legislation.

## **Agency and Third-Party Staff**

The School will obtain written notification, from any temporary supply/agency or third-party organisation providing temporary staff, that they have carried out all the necessary safer recruitment checks. This includes Prohibition from Teaching if applicable. As stated earlier into this document an Identity check will be carried out on arrival and the original DBS Certificate will be required.

## **Self Employed Therapists and Consultants**

The school engages a range of additional staff to support its work and the needs of the pupils. In all cases, an interview will be carried out prior to commencement. Qualifications will be checked, references will be obtained and verified, and their DBS certificate will be confirmed.

Their identity and right to work in the UK will also be confirmed.

## **Contractors**

If a Contractor is not to be supervised and has the opportunity for regular contact with pupils (under the definition of Regulated Activity) then an Enhanced DBS will Barred List will be required before work can commence. Under no circumstances should a contractor who has had no checks be allowed to work unsupervised or engage in

regulated activity. An appropriate level of supervision will be agreed prior to the commencement of any work and Contractors will be required to sign in and out and to provide evidence of identity.

### **Governors and Directors**

New Governors or Directors are required to complete a DBS check, with Barred List if they are deemed to be working in a Regulated Activity. On appointment, the Chair of Governors will be required to have a new enhanced DBS check, countersigned by the Secretary of State.

Governors and Directors will also be subject to Section 128 check to ensure that they are a fit and proper person to hold a managerial position of responsibility, in line with the Education and Skills Act 2008 and Keeping Children Safe in Education 2021.

On appointment their identity and right to work in the UK will be confirmed and other checks will be completed if they have lived or worked abroad.

### **Volunteers**

In the event of volunteers working in a Regulated Activity, an enhanced DBS Check with Barred List will be obtained, along with identity information.

Any other volunteers (not engaged in Regulated Activity) will undergo a Risk Assessment prior to deciding whether a DBS is required.

### **Dependents and Partners of Staff living on Site**

In compliance with the National Minimum Care Standards, all dependents and partners who stay on site overnight will be cleared at the highest level through the Disclosure and Barring Service (DBS) and their identity will be checked.

**The School will ensure that anyone coming onto the site during Term Time, who has not had any checks, will be accompanied at all times.**

The School has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- The harm test is satisfied in respect of that individual.
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence: and
- The individual has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left.

The School will refer any member of staff who has harmed or posed a risk to a child. Also, where there is reason to refer them to the DBS because of a caution or conviction of a relevant offence.

Similarly, the School will make a referral to the Secretary of State under Sections 141 D&E of the Education Act 2002 if, at the completion of misconduct investigation or the allegations management process, it decides to dismiss an individual, or would have done so had the person not left first of their own volition.

### **Single Central Register**

In addition to the various staff records kept in school and on individual personnel files, a single central register of recruitment and vetting checks is kept in accordance with Ofsted and ISI Regulations 2014 requirements. This is kept up-to-date and retained by the HR Officer. The Single Central Register will contain details of the following: -

- All employees who are employed to work at the School.
- All employees who are employed as supply staff to the School whether employed directly or through an employment agency.
- All others who are in regular contact with children or visit the school on a regular basis. This will cover volunteers, contractors, Governors, therapists and others who provide additional support for pupils but who are not staff members.

The Register is over seen by the Designated Safeguarding Led (DSL) and the two Deputy Designated Safeguarding Leads (DDSLs). It is also checked by the schools designated Governor on a termly basis.