



Safer Recruitment Policy

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Introduction

Schools need to take all reasonable steps to guard against employing people who might harm children.

Safeguarding children/ young people must be a priority for every School and incorporating safeguarding measures in the recruitment process, at the same rigorous level no matter what the post within the school, is an essential part of that.
(NCSL, 2006)

Aims and Objectives

- To set out our philosophy of safer recruitment.
- To ensure that the recruitment of staff is done equitably and robustly.
- To ensure that there is a rigorous process of vetting for appointments.
- To ensure that the safety of children and young people is at the heart of all appointments to the school.
- The school will use all of the Local Authority generic Job Descriptions and Person Specifications

Guidelines

All staff and volunteers are aware that they have an absolute responsibility for safety and well-being of the children and young people in the care of the school, no matter what their role within the school.

There is an acceptance that “whistle blowing” is a part of all staff’s responsibility. Anybody could be a potential abuser and therefore if a member of staff has concerns then this must be reported to the Headteacher, Chair of Governors, or the LA Child protection officer. All staff are aware of what they should do if they are worried a child or young person is being abused.

The Process

- Recruitment advertising must contain a safer recruitment statement.
- The Job description must be clear.
- The person specification must include child protection duties.
- A minimum of two written references must be taken up before interview. If a candidate is not currently working with children but has done so in the past then an additional reference may be required.
- The interview process is conducted by at least two senior members of staff, at least one of whom has been trained in safe recruitment practices.
- Gathering information and carrying out checks on a candidate is followed in every case.
- The candidate’s suitability to work with children/young people is explored at interview.
- An assessment will be made of every post as to the degree of (un)supervised access to children/young people and the key skills required
- Every successful appointee requires an enhanced DBS check and staff must be accompanied by a member of staff until it is fully clear. Appointments will only be confirmed after all checks have been completed satisfactorily.
- All new staff will receive induction, training and a mentor.
- Opportunities will be provided during the induction process to recognise any concerns or issues of or about new members of staff at the outset and act upon them immediately.

Inviting applicants

- All adverts should carry a statement on the School's policy towards safeguarding children and the requirements for DBS checks.
- Information packs to candidates should also include the safer recruitment policy.
- It will be made clear to candidate that only LA completed application forms will be accepted (not CV's).
- It will be made clear to candidates that as part of the interview process, questions about safeguarding children will be asked.
- Any gaps in a candidates application form will be explored, this will include: incomplete forms and gaps in work history.
- Candidates must also bring original documents and certificates to the interview.
- Two references must be taken up prior to interview. One must be the current, or more recent, employer.
- If recruiting from overseas, a confirmation from overseas will be required
- Any discrepancies in the application will be followed up by phoning the referees.
- If concerns continue, then advice will be sought from the LA.
- Providing false information will result in: the application being rejected, summary dismissal if the applicant has been selected, referral to the teacher's misconduct team or police, informing the LA, informing other School's where necessary.
- When requesting references the referee will be asked about the candidate's suitability for working with children using the LA agreed reference request form and against the job description and person spec.
- During the interview process, open ended questions will be used to explore the candidate's suitability for the post.
- The interview panel will apply the same procedures to all candidates.
- The interview panel will meet before hand to analyse and review all the information about the candidates and formulate questions. The interview panel will not apply the same questions rigidly to all candidates but will ask further probing questions if required. Notes will be taken of all answers candidates give.
- No interviews will take place over the telephone.
- Candidates will be asked during the interview if they are a firm candidate for the post.

Conclusion

"...careful recruitment of staff is the first step to safeguarding and promoting the welfare of children in education"

Our school is committed to equality, and to making fair and equitable treatment an integral part of the work of the school. Action will be taken to identify and eliminate all forms of discriminatory practices which act as barriers to achieving this objective.

All arrangements for, and the implementation of, all recruitment and selection activities will comply with sex, sexual orientation, transgender race, religion, rehabilitation of offenders, disability and age anti-discriminatory legislation.

All those participating in recruitment and selection activities are expected to make judgements and exercise discretion. Judgements and choices should be made within the parameters of the information provided within the "*Recruitment and Selection Guide for Schools and Colleges*" to appoint individuals whose skills, behaviours and competencies are best matched to the duties of the post, in order to deliver the highest quality education to children and young people within the school.

APPENDIX 1 SAFE RECRUITMENT FORM



SAFER RECRUITMENT STATEMENT AND SAFER RECRUITMENT FORM

It is **essential** that you:

- **read and retain this safer recruitment statement; and**
- **complete and return the attached safer recruitment form to the recruiting school with your application form.**

The recruitment administration and vetting checking procedures are undertaken on behalf of the employing school by Newcastle City Council (Employee Services). You are therefore required to give your consent for relevant information to be shared and held by Newcastle City Council as part of the appointment process. We use an external online record check provider; the result is sent direct to Employee Services as an e-result. You are therefore giving consent for us to receive this e-result, and that this information will be shared with other relevant parties involved in the recruitment process.

Privacy Policy- Enhanced checks declaration

Before you submit your safe recruitment form to us you should be aware of the DBS Privacy Policy, this explains how your personal data will be used by the DBS and outlines your rights under the General Data Protection Regulation (GDPR). To view this policy please visit <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy>

The School and Newcastle City Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. To be considered for this employment, you must disclose details of any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service (DBS) website.

We therefore ask you to complete this form as fully as possible and return it before your interview or when you attend for interview. The only people who will see the information you give us will be those directly involved in the recruitment process. All information will be handled in accordance with our Code of Practice on the Disclosure of Criminal Convictions. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter(s) that may be relevant to the position and the appointment process.

If you are successful at interview, we will require you to make an application to the DBS to obtain an Enhanced Certificate of Disclosure and barred list check. If you are currently employed by Newcastle City Council or a Newcastle Voluntary Aided or Foundation Trust School and have obtained an Enhanced Disclosure via Newcastle City Council within the last 3 years, it may not be necessary to apply for another Disclosure. If you are subscribed to the DBS online update service, then your DBS certificate may be 'portable' between employers and organisations provided it is at the right level and for the right workforce and you provide your consent for it to be used.

To speed up the appointment process, please inform us if you have registered with the DBS online update service. If you are registered, we need your permission to use the online update service for the purposes of obtaining an up to date DBS certificate check should you receive a conditional offer of appointment. We also ask for your permission that a recheck can be made during your relevant employment if required by any legal, safeguarding or regulatory body.

If you have worked or have been a resident outside of the UK within the last 5 years, you must provide a certificate of good conduct or a copy of your criminal record for the period of time which you were abroad. Your appointment is subject to this check and it is important that you keep Employee Services informed of the progress you make in obtaining this document.

To obtain either a certificate of good conduct or a copy of your criminal record, you must contact the UK based embassy of the country in which you worked or lived. You can find out more information on how to get an overseas check on the website www.homeoffice.gov.uk/DBS

Having a criminal record will not necessarily prevent you from working. This will depend on the nature of the position and the circumstances and background of your offence(s). The DBS has a code of practice, which we fully comply with. If you want a copy of the code, please contact the Employee Services team on 0191 211 6675.

We ensure that anyone making appointment decisions has the necessary information, guidance and support to identify and assess the relevance and circumstances of any offences disclosed.

If you are invited for interview, we shall assess:

Issues in relation to safeguarding and promoting the welfare of children and young people including:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

If you are offered the post, we shall ask for evidence of:

- your identity; and
- your qualifications (including any relevant professional registration).

We shall also check:

- that you are medically fit to undertake the role.

References:

We shall also take up detailed references from your current/most recent and previous employers. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including those where the penalty has expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

False Information

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

SAFE RECRUITMENT FORM

Please read the attached Safe Recruitment Statement before completing this form then complete in block capitals. You may continue on a separate sheet if you wish.

Full name and address:				
Date of birth:				
Any previous names / surnames:				
School applying to:				
Post applying for and the reference number:				
Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice?	Yes		No	
If yes, please state the nature of the offence(s) and the date(s) in the space given (you may continue on a separate sheet if necessary)				
Is your name currently on Barred List (list of people legally barred or restricted from working with children)?	Yes		No	
Are you subject to sanctions imposed by a regulatory body (for example the DFE)?	Yes		No	
If yes, please state the nature of the sanctions imposed (you may continue on a separate sheet if necessary)				
Have you lived or worked overseas in the previous five years?	Yes		No	
If yes, please state countries:				
Have you been DBS cleared by Newcastle City Council within the last 3 years?	Yes		No	
If yes, have you had a break in service in the last 3 years?	Yes		No	

I am registered with the DBS online update service:	Yes		No	
If yes, I hereby give permission for this application and any subsequent relevant employment with them to check my certificate with the DBS update service. I also give permission to hold my DBS certificate number, date of issue and type and level of check, on a secure database as part of the employment check process:	Yes		No	
I confirm that I have read the Safe Recruitment Statement that accompanies this form:	Yes		No	

Privacy Policy- Enhanced checks declaration

Before we can proceed with your application, we need you to confirm the following:

I have read the Enhanced Check Privacy Policy for applicants and I understand how DBS will process my personal data and the options available to me for submitting an application:

Signature: **Date:**

Consent to obtain enhanced check electronic result

I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases, the registered body may provide this information directly to my employer/potential employer prior to me receiving my certificate.

I give permission for the relevant body to hold my DBS certificate number, date of issue and type and level of check, on a secure database.

Signature: **Date:**

I certify that to the best of my knowledge the information I have given on this form is correct. I agree to obtain and provide an Enhanced Certificate of Disclosure from the Disclosure and Barring Service, if I am offered the post.

Signature: **Date:**