



This policy is reviewed annually.  
**Reviewed September 2023**

## Recruitment and selection process

The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education (Sept 2023). To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

### **Advertising**

When advertising roles, we will make clear:

Our school's commitment to safeguarding and promoting the welfare of children

That safeguarding checks will be undertaken

The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children

Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

### **Application forms**

Our application forms will:

Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)

Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

### **Shortlisting**

Our shortlisting process will involve at least 2 people and will:

Consider any inconsistencies and look for gaps in employment and reasons given for them

Explore all potential concerns



Once we have shortlisted candidates, we will ask shortlisted candidates to:

Complete 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 will ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Whether they are prohibited from taking part in the management of an independent school (where appropriate to the role)
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- If they are known to the police and children's social care
- Any relevant overseas information

Sign a declaration confirming the information they have provided is true

### **Seeking references and checking employment history**

We will obtain references before the interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

Not accept open references

Liaise directly with referees and verify any information contained within references with the referees

Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations

Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed

Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children

Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate

Resolve any concerns before any appointment is confirmed

### **Interview and selection**

When interviewing candidates, we will:



Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this

Explore any potential areas of concern to determine the candidate's suitability to work with children

Record all information considered and decisions made

Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

At least one member of the interview panel will have undertaken Safer Recruitment Training.

### **New staff**

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

Verify their identity

Obtain (via the applicant) an enhanced DBS certificate, including a separate barred list check for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken

Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available

Verify their mental and physical fitness to carry out their work responsibilities

Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards

Verify their professional qualifications, as appropriate

Ensure they are not subject to a prohibition order if they are employed to be a teacher

Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:



- For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
- For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked

Check that candidates taking up a management position\* are not subject to a prohibition from management (section 128) direction made by the secretary of state

\* Management positions are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers.

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 take a decision 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 on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

**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 unpaid, 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

### **Existing staff**

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

There are concerns about an existing member of staff's suitability to work with children; or

An individual moves from a post that is not regulated activity to one that is; or

There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

We believe the individual has engaged in [relevant conduct](#); or



We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or

We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and

The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### **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 (this includes contractors who are provided through a PFI or similar contract). This will be:

An enhanced DBS check with a separate barred list check for contractors engaging in regulated activity

An enhanced DBS check, not including a separate barred list check, 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 the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

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 all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, 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.

### **Trainee/student teachers**



Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

### **Volunteers**

We will:

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 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

### **Governors**

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the board will have their DBS check countersigned by the secretary of state.

All proprietors, trustees, local governors and members will also have the following checks:

A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)). [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]

Identity



Right to work in the UK

Other checks deemed necessary if they have lived or worked outside the UK

All governors will also have the following checks:

Identity

Right to work in the UK

Other checks deemed necessary if they have lived or worked outside the UK

### **Staff working in alternative provision settings**

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

### **Adults who supervise pupils on work experience**

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

### **Pupils staying with host families**

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.



## DBS CHECK RISK ASSESSMENT

**This form is used to assist in assessing and recording the risks of allowing a member of staff to start work or volunteering before a DBS check is received or where a DBS certificate shows relevant convictions or other relevant information. The risk assessment must be undertaken in accordance with Disclosure and Barring Service checks.**

The completion of this risk assessment form is the responsibility of Headteacher and Bursar as appropriate. It must be authorised by Headteacher **before** the person can start or continue working with children. This completed risk assessment form must be placed on the individual's personnel file and made available for Safeguarding and ISI inspections.

In **very exceptional circumstances** staff (but not volunteers) who work with children, may work without a clear Atlantic Data enhanced DBS certificate if they are closely supervised (within sight and sound of someone with a clear CRB check). However, this will normally **only be permissible when not to allow them to work would disrupt the care of children; e.g where there is a regulatory requirement to have a ratio of staff to number of children. People may only work in these circumstances when the following applies:**

- The appointment is necessary to allow provision to continue.
- The person has an enhanced DBS certificate issued within the county supplied where possible as evidence.
- An enhanced DBS check has been applied for.
- The person has no unsupervised contact with children or vulnerable adults.
- They have no access to sensitive records, particularly information about individual children.
- Any access to other data is permitted only after authorisation by the Headteacher.
- This risk assessment and risk management plan has been completed and signed off by the Headteacher and Bursar.

Due to the high risks involved, appointees are not permitted to work in one to one situations or on residential trips or similar environments until the fresh DBS certificate has been received.

*Candidates are able to carry out induction, training and supervised tasks whilst waiting for the DBS certificate to be returned.*





**DBS Check Risk Assessment Form**

**FOR THE HEADTEACHER TO COMPLETE**

<b>Name of Candidate:</b>	<b>Date of Birth</b>
<b>Job Title:</b>	<b>Class Base:</b>
<b>Proposed Start Date:</b>	<b>Signature of person conducting this assessment:</b>

**A. BACKGROUND INFORMATION CHECK**

<b>Information required.</b>	<b>Notes/Confirmation.</b>
Has the Recruitment Checklist been completed, including all of the following? <ul style="list-style-type: none"> <li>• Application Form - check gaps, discrepancies or anomalies</li> </ul>	
<ul style="list-style-type: none"> <li>• Appropriate and satisfactory references</li> </ul>	
<ul style="list-style-type: none"> <li>• Give details where you have obtained clarification or missing information on the applicant or verification of the referees position in the organisation.</li> </ul>	
<ul style="list-style-type: none"> <li>• Qualifications – Have you checked and verified that the candidates qualifications fulfil the requirements in the selection criteria?</li> </ul>	
<ul style="list-style-type: none"> <li>• Has the candidate completed the Convictions Policy Statement on the Application form regarding the Rehabilitation of Offenders Act 1974? Please state the information they supplied.</li> </ul>	



SAFER RECRUITMENT POLICY

<ul style="list-style-type: none"> <li>● Confirm that you have actively asked the person if they have any convictions, cautions, reprimands, warnings, bind-overs, pending prosecutions or disqualifications.</li> </ul>	
<ul style="list-style-type: none"> <li>● Have you seen and verified asylum and immigration checks?</li> </ul>	
<ul style="list-style-type: none"> <li>● Have satisfactory health checks been received.</li> </ul>	
<p><b>List 99 check or Section 142 of the Education Act 2002.</b></p> <p><b>For anyone working in school a List 99 check must be carried out before they start work with a recorded date</b></p>	

<b>Criminal Records Bureau Disclosure Checks</b>	<b>Comments</b>
<p>1. Does the candidate already hold a DBS certificate? If not, please go to Q6.</p>	
<p>2. Was the DBS certificate obtained by RBWM? If not, who is the Registered Body?</p>	
<p>3. Was the DBS certificate issued within the last 12 months?</p>	
<p>4. Is the DBS certificate "Enhanced level"?</p>	
<p>5a. The DBS certificate must indicate "None Recorded" against the Children's Barred list information.</p>	



SAFER RECRUITMENT POLICY

<p>6. Has the candidate completed a new DBS certificate Application?</p> <p>Confirm date that the application form has been forwarded to the DBS or Recruitment team in the Shared Service Centre for processing. <u>Failure to provide a date may mean delays in the person commencing work.</u></p>	<p>Date completed DBS application returned to Atlantic data:</p>
<p>7. Has the candidate been a resident outside of the United Kingdom?</p> <ul style="list-style-type: none"> <li>● If yes, is the candidate able to produce the Police Check or DBS equivalent from other countries lived in?</li> <li>● If no, is a Police Check or DBS equivalent from that country being sought?</li> </ul>	

**Any further information**

Is there any other information relevant to this Risk Assessment regarding the candidate, the work itself or the location/environment where the activities will take place?

**Level of Risk:**

Please complete the level of risk posed by appointing/employing the individual in this job. Give reasons.

High Risk	
Medium Risk	
Low Risk	

Can protective measures be put in place to render the risk low? Yes / No

Outline of the protective measures **Risk Management Plan** e.g. curtailment of access to children/information; additional supervision; temporary changes of work location; temporary diversion of low risk tasks or training.



**Authorised by Headteacher**

Is this person suitable to start work before the DBS is returned or to continue working under the conditions proposed above? Yes/No

**Comments: (Reasons for decision)**

Is this person given permission to access data and reports?

Yes

No

Comments: (Reasons for decision)

Risk Assessment Authorised

Signed

Date

Print Name

Retain in personnel file in the locked secure cabinet.