

Safeguarding Pupils Safer Recruitment Policy and Practice Guidelines

1. Introduction

The Governors and staff of Trinity School take seriously the responsibility to safeguard and promote the welfare of all the children and young people entrusted to our care. It is our expectation that all staff and volunteers will share this commitment. We recognise the needs of the child as paramount and this position underpins all our work and our recruitment strategies.

This policy has been developed in accordance with the principles established by:

- Keeping Children Safe in Education - September 2016
- Disqualification under the Childcare Act 2006 (June 2016 Guidelines)
- The revised "Prevent Duty" Guidance for Schools and Childcare Providers 2015
- Section 175 of the Education Act 2002
- The Education (Prohibition from Teaching or Working with Children) Regulations 2003, as amended;
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended;
- The School Staffing (England) (Amendment) Regulations 2003 as amended;
- Working Together to Safeguard Children March 2015
- Staying Safe: Action Plan 2008
- Safeguarding Vulnerable Groups Act 2006

In addition, the Governing Body and Headteacher will comply will relevant equalities legislation, specifically:

- Equality Act 2010
- Employment Relations Act 1999 and 2004
- Employment Rights Act 1996
- The Part-time Workers (Prevention of less favourable treatment) Regulations 2000
- The Fixed-term Employees (Prevention of less favourable treatment) Regulations 2002
- The Agency Workers Regulations 2010

The Governing Body will promote equality in all aspects of school life, particularly with regards to all decisions on advertising of posts, appointing, promoting, staff pay, training and staff development. It will ensure that its processes are open, transparent and fair and all decisions will be objectively justified.

2. School Commitment

As part of the ethos of the school we are committed to:

- establishing a robust and safe recruitment process which helps to promote a safe culture, and which complements other 'safety' elements such as health and safety and school security;
- attracting the best possible applicants for vacancies and recruiting the best people to work in the school not only to help to reduce risk to children and young people but also to raise standards;
- deterring prospective applicants who are unsuitable for work with children or young people;
- identifying and rejecting applicants who are unsuitable for work with children or young people;
- making sure all appropriate checks are carried out on new staff who work with pupils, including references, qualifications, Disclosure and Barring Service (DBS) and Barred List (formerly List 99) checks.

- ensuring all adults within our school, including volunteers and other community users of our facilities who have access to children, have been checked as to their suitability.

3. Roles and Responsibilities

It is the responsibility of the Governing Body to monitor and review the effectiveness of this policy and to be familiar with the DfE Guidance “Keeping Children Safe in Education” and the specific requirements related to Safer Recruitment. Governors receive annual safeguarding training.

It is the responsibility of the Headteacher to ensure that structures are in place to support the effective implementation of this policy and that all appropriate pre-employment checks are carried out on all staff who work at the School. The HR Manager and Assistant carry out duties to support this.

The Headteacher and Governing Body (where applicable) will ensure that every single interview panel contains at least one member who has successfully completed Safer Recruitment Training.

The interview panel will ensure that child protection and safeguarding matters are central to the interview process.

Any member of staff involved in the recruitment and selection process will ensure they comply with all elements of this policy.

4. Scope

This policy applies to the recruitment of all posts in this School. Headteacher appointments will be undertaken by the Governing Body.

5. Procedures

As part of our safe recruitment process each aspect of the recruitment process through to induction will be planned. (Appendix 1 Safer Recruitment Checklist).

The following safer recruitment and selection processes will be used to safeguard pupils:

5.1 The Vacancy

When a vacancy arises, the Headteacher, in conjunction with the Governing Body if appropriate, will review the needs of the School, the future staffing structure and budget before deciding what type of appointment should be made.

5.2 Interview Panel

As detailed under Paragraph 3, the panel will have at least one member who has completed up to date training on safer recruitment and it will be confirmed that all members of the interview panel understand their role.

5.3 Advertising and Recruitment Information Packs

The purpose of an advertisement is to attract only the right type of person for the job. Advertisements will give information on the type, age range, location and size of the School.

Adverts will appear on the Schools website and noticeboard as a minimum, but may also be advertised on the appropriate bulletin on the London Borough of Barking and Dagenham website and additional

publications when required. Consideration may also be given to advertising in media specifically to target under-represented groups when possible.

The School may decide that a post be filled from within the School's current staffing compliment. All appointments will be on the basis of internal advertisement and open internal competition apart from where posts are ring-fenced for specific reasons such as restructuring or redundancies.

The aim of School advertising will be to give enough information about a vacant post to persuade suitable applicants to apply for further details.

Applicants responding to School adverts will receive appropriate information either electronically or via the Schools' website about the post to assist them in deciding whether or not to proceed with an application. Where possible, this information will normally be sent within 2 working days of the applicant request. The main details which all applicants for posts will receive are:

- The Application Form (incorporating Recruitment Monitoring Form)
- The School Staff Applicant Declaration Form
- A covering letter or a copy of the advertisement
- The job description and person specification
- Any specific job related information (such as organizational chart) – where applicable
- A copy of this policy

All job advertisements and candidate recruitment information packs will have a reference to safeguarding and promoting the welfare of children and young people as well as the requirement for completion of an enhanced Disclosure and Barring Service check (DBS previously known as CRB);

“Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. A criminal record check via the Disclosure and Barring Service will be undertaken for the successful candidate.”

5.4 Job Description and Person Specification

The job description will summarise the duties, responsibilities, content and context of a post. It will be clear, concise and a fair representation of the post. It will be reviewed and updated regularly and when a post becomes vacant.

All job descriptions will include a reference to safeguarding and promoting the welfare of children and all person specifications will include the criterion “a satisfactory DBS check at an enhanced level”.

The person specification will provide a profile of the ideal person for the vacant post. It will list the qualifications, experience, skills, personal attributes, attitudes and behaviours needed to undertake the duties and responsibilities of the post as detailed in the job description. Person specifications will be divided into essential and desirable criteria. All criteria defined as essential will be on job based grounds. Candidates must demonstrate on their application form how they meet the criteria listed on the person specification in order to be shortlisted.

A prescribed qualification will be used in a person specification if there is a legal requirement and it can be objectively justified as essential for the role, e.g. Teacher, Unqualified Teacher or Speech and Language Therapist. Where a qualification is not essential and cannot be justified, the following paragraph will be stated in the person specification: “if you do not have the formal qualifications stated but can demonstrate skills or experience of an equivalent standard, we may still consider your application”.

5.5 Application Form

A standard application forms generated by the London Borough of Barking and Dagenham will be used for all vacancies. There are different forms for teaching and non-teaching posts.

The application form is designed so that information regarding the age, disability, ethnicity or racial original and marital status of applicants is confined to the detachable Recruitment Monitoring Form. With the exception of applicants who have a disability, shortlisting will be undertaken without this information being available. It will be removed by the HR Office prior to shortlisting, but information will be kept available to ensure the Governing Body is able to monitor equality.

Through use of the London Borough of Barking and Dagenham application forms, this will enable all potential applicants to provide a common set of core data including:

1. Name, current address, NI number and evidence of eligibility to work in the UK
2. Full details of qualifications relevant to the position
3. DfE/QTS number
4. Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
5. Details of referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted
6. A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.
7. A statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974.
8. An 'Applicant Declaration' (Disclosure) form requiring a signed statement that the individual is not on a list maintained by the Department of Health or the Department for Education and Skills, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential. Candidates who do not return the form with their application form will be rejected as it is considered mandatory.
9. A statement of the requirement to apply for an enhanced Disclosure and Barring Service check.

Shortlisting and Taking Up References

1. Shortlisting of all candidates will be against the person specification for the post. The criteria for selection will be consistently applied to all applicants and the selection panel will agree on the applicants to be invited to interview.
2. The person specifications will be sufficiently robust for shortlisting and include behaviours and competencies required to support the safeguarding agenda.
3. Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview; this will include any gaps in service or mid career moves from permanent to supply or temporary work.
4. Data in applications will be cross checked with other sources and unexplained gaps or discrepancies followed up.
5. Two references will be sought for all shortlisted candidates, where possible before the selection stage, one of which will be from the applicant's current or most recent employer. Additional references may be asked for where appropriate (e.g. where the applicant is not currently working with children, but has

done so in the past or applicants who have been working as a locum or with an agency on a series of temporary contracts.)

6. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
7. Any issues of concern raised by a reference will be explored further with the referee and taken up with the candidate. Referees will be contacted by telephone or e mail in order to verify particular experience or qualifications claimed and clarify any anomalies or discrepancies before the interview. A detailed written note will be kept of such exchanges.
8. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
9. Referees will be asked to confirm in writing:
 - a. their relationship to the candidate and details of the candidate's current post and salary
 - b. the candidates performance history and conduct
 - c. judge the candidate's suitability to work with children and young people
 - d. give information on any disciplinary warnings, capability issues, allegations or concerns raised, including time expired warnings, that relate to the safeguarding of children or about the applicant's behaviour towards children or young people;
 - e. provide details of specific qualifications or experience relevant to working with children;
 - f. confirm the candidate's suitability for the post with explicit reference to the job description for the post they have applied for.
10. All appointments will be subject to satisfactory references, vetting procedures and DBS clearance.

The Interview

Before the interview, the selection panel will agree on the interview format. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require a face-to-face interview of shortlisted candidates other than in exceptional circumstances (e.g. LA recruitment of OTT teachers).

Candidates invited to interview will receive:

- a letter confirming the interview and any other selection techniques
- details of the interview day to include any tasks to be undertaken as part of the process
- an opportunity to discuss the process prior to the interview

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on an enhanced Disclosure and Barring Service check;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. The selection process for every post will also include some exploration or questioning of the candidates understanding of child safeguarding issues. Discussion and consideration of any information regarding previous records of cautions or convictions including information provided in a sealed envelope will be undertaken.

At the end of the interview the panel will need to have satisfied themselves that the chosen applicant can meet the requirements of the job and also meet the safeguarding criteria.

The recruitment documentation will be retained. Under the Data Protection Act, applicants have the right to request access to notes written about them during the selection process. After one year, all information about unsuccessful candidates will be securely destroyed.

Pre-Appointment/Employment Checks

Any offer made to a successful candidate will be conditional upon satisfactory completion of pre-employment checks.

All successful applicants are required:

- to provide photographic proof of identity (passport / proof of address) except where, for exceptional reasons none is available and the advice of HR will be sought in these cases.
- to complete an enhanced Disclosure and Barring Service application and receive satisfactory clearance
- provide actual certificates of qualifications which are mandatory for the post they are recruited to
- to complete a confidential health questionnaire and verify that their fitness to carry out their work responsibilities
- to provide proof of their eligibility to live and work in the UK
- to provide evidence of any checks carried out if the candidate lived or worked outside the UK
- to provide proof of professional status (e.g. DFES number, RCSLT / HPA, QTS unless exempted)
- to complete a disqualification by association form

Copies of documentation will be made at interview and for successful candidates will be kept on file.

In addition to the checks already detailed the school will ensure that before staff start work, unless there are very exceptional circumstances:

- criminal record checks for overseas staff have been requested from countries where they have lived
- all necessary references have been received and scrutinised;
- qualifications have been verified by the awarding body where original certificates have not been produced at interview.

It is our practice that candidates will not commence employment until a satisfactory enhanced DBS check has been completed and the certificate has been seen.

HR files and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of the staff member's employment with the School. This will be kept on their HR file and will consist of the following:

- Application and Declaration Forms
- Interview Notes
- Two References
- Proof of identity and right to work in the UK
- Proof of relevant academic qualifications as detailed in the person specification as essential criteria for the post
- Evidence of medical clearance

- Evidence of DBS clearance, Barred List and Teacher Prohibition checks
- Offer of employment letter and copy of contract of employment

The School will maintain a Single Central Record of employment checks in accordance with DfE guidance.

Induction

All teachers are required to successfully complete their statutory induction and non-teaching staff to have completed a six month probationary period.

All staff new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices including:

- Confidential Reporting Policy (Whistle Blowing)
- Common Law Duty of Care
- Child Protection Policy and channels for raising concerns about safeguarding issues
- Local child protection training
- Anti-bullying
- Anti-racism
- Anti-discrimination
- Codes of conduct
- Relevant HR policies and procedures including, disciplinary and capability procedures
- Internet/E-safety
- Physical Intervention
- Intimate Care
- Arrangements for meeting medical needs
- Provision of first aid
- General and Pupil Health & Safety

Extended School Activities, Volunteers, Supply Agencies and Peripatetic Staff

Trinity School does offer a programme of extended school activities, volunteers regularly seek opportunities to work in the school and supply staff from agencies are used to cover absence and development activity. In addition, there are a small number of peripatetic staff employed by the London Borough of Barking and Dagenham who have access to pupils through services they provide to Trinity School. Controls are in place are to safeguard pupils from potential abusers by:

- written assurance being sought, received and filed from other agencies / organisations working in school that their people are properly vetted in line with the guidelines highlighted in the Keeping Children Safe in Education 2016 document;
- ensuring the identity of individuals is checked on arrival at school;
- ensuring all adults involved in running extended school activities have an enhanced Disclosure and Barring Service check;
- ensuring all volunteers participating in regulated voluntary work in school are checked by the enhanced Disclosure and Barring Service and a Barred List check has been completed and are not left to work with children or young people without supervision of a member of the school staff;
- ensuring volunteers accompanying school trips are not left to work with children or young people without supervision of a member of the school staff.

- ensuring volunteers and supply staff understand their duty to safeguard and promote the welfare of children and know how to report any concerns about a pupil to the Senior Designated Person for Child Protection.

Students on placement or work experience

When volunteers are working in School as part of a recognized training course (such as a PGCE, NVQ or Speech and Language Therapy degree), references and completion of an application form is not required. However, the School does require proof of DBS enhanced clearance with a Barred List check and will carry out identity checks when the student arrives at the School. It would be expected that they would be supervised whilst on site.

Building Contractors

Pupils are not allowed in areas where builders are working for health and safety reasons and therefore contractors will generally have no contact with children. However, where contractors' staff e.g. those undertaking water safety checks, come into contact with children liaison takes place with the local authority to ensure that arrangements are instigated via the contract for those staff to undergo appropriate checks.

Ongoing Employment

Trinity School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff, as identified through performance management. We will also provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and pupils. We will monitor issues as they arise and seek to continually improve the school environment, for the benefit of both staff and pupils. To support this we will undertake an audit annually and report to governors.

The Governors and Senior Leadership Team of the School have taken the view that existing staff will be subject to enhanced DBS and Barred List re-checking once every three years. This is carried out on an ongoing rolling programme.

Appendix 1 Checklist for Safer Recruitment

Activity / Step	Done
Pre interview planning	
Job description and person specification prepared.	
Interview panel agreed (At least two on panel and at least one trained in Safer Recruitment.	
Interview and assessment methods & timetable agreed.	
Advertising	
Advertisement makes clear reference to Safeguarding children.	
Recruitment pack prepared containing full details of role description, and the school's Safeguarding Policy, referencing process & enhanced Disclosure and Barring Service check sent to all applicants	
Applications & shortlisting	
Job description & person specification used as shortlisting criteria.	
Notes made & held to support decisions	
Notes made on any discrepancies, anomalies or gaps in employment to be explored & accounted for at interview and within references	
Shortlisted applicants informed about documentation required at interview and checklist of documentation required at interview attached	
References	
References sought prior to interview where possible. (permission must be given to request references from current employers).	
References checked for discrepancies & explored at interview as necessary.	
Questions left blank followed up with referee verbally.	
Interview – selection & assessment	
Performance ratings against job criteria.	
Suitability to work with children measured alongside other criteria.	

Documentation & identity details checked and copied as appropriate	
Decision making	
Data from interview/assessment & referencing used to determine whether quality line has been met, and from this, the best candidate for the job.	
Notes taken to support selection decision	
Conditional Job offer (may be the verbal offer)	
Job offer made subject to satisfactory completion of pre-employment checks and any outstanding references.	
Pre-employment checks	
A minimum of 2 references one of which must be from existing or most recent employer (where application).	
Enhanced Disclosure and Barring Service check (DBS previously known as CRB), Barred List check where necessary & satisfactory disclosure received.	
Identity & qualifications confirmed.	
Health screens as appropriate.	
Teacher disqualification checks complete (through NCTL website)	
Disqualification by Association form completed and cleared.	
See list attached & suggested/mandatory standards	
Confirmation of offer & start	
Induction arrangements in place	
All new entrants made aware of safeguarding standards/culture in school & code of conduct .	
Receives child protection training & updates.	
Probation/statutory induction period managed where appropriate	

Appendix 2 References

Where possible all written references should be obtained prior to interview.

Permissions must always be given to request references from current employers.

For applicants who may not have worked recently (i.e. for over 5 years), the suitability of referees will be considered dependent upon the working history of the candidate.

Always sought directly from a minimum of two referees (where possible references cover the last 5 years work history)

Use of pro forma advised

Copies of JD and person specification attached with request

The DfE recommendation for references in educational settings indicate that every request should ask:

- Referees relationship with candidate how long known to them, in what capacity
- Whether satisfied the applicant has ability & is suitable to perform the job in question
- Specific comments about persons suitability for post & how they have demonstrated their ability to meet the person specification
- Whether referee is completely satisfied that candidate is suitable to work with children and if not, to provide specific details of concerns and reasons why.
- Confirm details of applicants current post, salary & sick record.
- Specific verifiable comments on applicants performance history & conduct.
- Details of any disciplinary procedure the applicant has been subject to in which disciplinary sanction is current.
- Details of any disciplinary procedures the applicant has been subject to which have involved issues relating to safety & welfare of young people, including any where the disciplinary sanction has expired and the outcomes of those.
- Details of any allegations or concerns that have been raised about the applicant that relate to the safety or welfare of children or young people or behaviour towards young people, and the outcomes of those concerns i.e. whether allegations or concerns were investigated, the conclusion reached and how matter was resolved
- Referee should be reminded they have a responsibility to ensure the reference is accurate & doesn't contain any material misstatement or omission. They should provide relevant factual content that could be discussed with the individual

REFERENCE CHECK FORM

Reference for (name)					
Position applied for					
The date from which you have known the applicant/...../..... (day/month/year)				
In what capacity do you know the applicant (please ✓)					
Previous/Current employer		Colleague			
Friend/Relative		Other			
If Other, please specify relationship					
If you are the current employer please state the individual's salary					
If you are or were the individual's employer, please confirm the position they held and briefly describe their duties					
If you are or were the individual's employer, on what basis were they employed (please ☐)					
Permanent employee		Temporary/Casual employee			
Consultant		Contractor			
If you are or were the individual's employer, please confirm their employment dates		From		To	
How would you describe the individual's time keeping and punctuality (please ☐)					
Excellent		Fair		Poor	

Does the individual have a disciplinary record? (please ☑)	Yes		No	
If yes, please give details of the nature of the offence (please use a separate sheet if required)				
Please give an assessment of the individual's capabilities and general attitude to work				
Please give an assessment of how well the individual is able to work with and communicate with others, e.g. parents, pupils, governors, colleagues				
To the best of your knowledge is the individual honest and trustworthy? (please ✓)	Yes		No	
If no, please give details				
Please give an assessment of the individual's commitment to equalities and diversity				
Please give an assessment of the individual's commitment to safeguarding of children and ability to work with and communicate with others, e.g. parents, pupils, governors, colleagues				
Please give as fully as possible, your opinion as to whether the individual is suitable to carry out the position they have applied for. A copy of the Job Specification has been enclosed for your information. (Please use a separate sheet if required)				

Would you re-employ this individual? (please √)	Yes		No
If no, please state why			

I certify that the information provided is correct to the best of my knowledge.

Signed		Date	
Name (printed)		Title	

Company stamp (if applicable):

Please return this completed form in the pre-paid envelope provided. Many thanks.

Appendix 3 Interview questions relating to Safeguarding

1. Motivations for working with children

Self awareness/knowledge & understanding of self, interconnection between self & professional role

- What do you feel are the main drivers which led you to want to work with children?
- How do you motivate young people?
- What has working with young people to date, taught you about yourself?

2. Emotional Maturity & Resilience

Consistency under pressure, ability to use authority & respond appropriately, ability to seek assistance/support where necessary

- Tell me about a role where you were in control of others but where the circumstances slipped out of control. How did you react? What strategies did you employ to bring things back on course? How comfortable were you in this situation?
- Tell me about a person you have had particular difficulty dealing with. What made it difficult? How did you manage the situation?

3. Values & Ethics

Ability to build & sustain professional standards & relationships, ability to understand & respect other people's opinions, ability to contribute towards creating a safe & protective environment

- What are your attitudes to child protection? How have these developed over time?
- How have your own personal values evolved over time? How have they been shaped and influenced? What particular experiences have you drawn on?
- How do you feel when someone holds an opinion which differs to your own? How do you behave in this situation?

Possible questions to test for safeguarding in schools

- Tell us about what you have done in the last 12 months to actually improve child protection in the workplace. How did this action arise? Who did you talk to? What were the results?
- What is the Safeguarding policy in your workplace? How is it monitored? What steps have you taken to improve things?
- Has an allegation about acting inappropriately with a vulnerable group ever been made about you? What was the situation? What was the outcome? What did you learn from this?
- Give me an example of when you have had safeguarding concerns about a child. What did you do? Who did you involve? What was the outcome?
- Tell us about a situation which you felt fell short of safeguarding standards. How did it arise? Who did you speak to? What actions did you take?
- Tell us about how you have dealt with a child with 'difficulties'?