

# Safer Recruitment Policy



## The Cottesloe School

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| <b>Policy Type:</b>     | Non-Statutory   |
| <b>Reviewed by:</b>     | Mrs J Woods (HR Manager) and<br>Mrs C Stirk (Safeguarding Governor) |
| <b>Date:</b>            | September 2023  |
| <b>Approved by:</b>     | Resources and People Committee: 14 November 2023                    |
| <b>Last reviewed:</b>   | Autumn Term 2021  |
| <b>Next review due:</b> | Autumn Term 2025 (earlier if any legislative change)                |

1. The Cottesloe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow guidance as detailed in current legislation/advice:
  - Buckinghamshire Council Minimum Safer Recruitment Standards (September 2023)
  - Department for Education Keeping Children Safe in Education (September 2024)
  - HM Government Working Together to Safeguard Children (December 2023)
  - Staffing and employment advice for schools (September 2024)
  - Buckinghamshire Council Single Central Record (SCR) - Guidance for Schools (September 2023)

The School aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at The Cottesloe School.

2. We are committed to recruiting and selecting high quality staff with the necessary skills, experience and aptitude to care for, nurture and enable our students to learn and thrive in a happy, caring and safe environment.
3. We ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position, and further ensure that all job applicants are considered equally and consistently.
4. We are committed to ensuring that no job applicant is treated unfairly and we are aware of our responsibilities set out in the Equality Act 2010.
5. All adverts, job descriptions/person specifications and applicant booklets will contain a safeguarding statement and reference to the safer recruitment process and vetting checks that will be undertaken for successful applicants. For individuals who have lived or worked outside the UK additional appropriate checks must be made so that any relevant events that occurred outside the UK can be considered. This could include obtaining a letter via the applicant from the professional regulating authority in the country (or countries) to confirm no sanctions or restrictions have been imposed or they are aware of any reasons why they may be unsuitable to work with children.
6. When recruiting any staff there is at least one member of staff on the interviewing panel who has completed the Safer Recruitment in Education Training. This is captured in the SCR. Recruiting staff will be required to renew their Safer Recruitment in Education Training every 3 years.
7. All staff (including regular visitors, governors, volunteers, contract staff, supply staff, trainee teachers and peripatetic music teachers) will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS). Under no circumstances will the school permit an unchecked volunteer to have unsupervised contact with students.
8. All applicants for any post within the school will be required to complete a Cottesloe School teaching or support staff application form and a Curriculum Vitae (CV) **will not** be accepted in place of this.
9. All applicants will be asked to provide two referees, one of whom should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past then a reference will also be obtained from that previous employer. All applicants shortlisted will have references taken up and a minimum of two satisfactory references must be received before we confirm any offer of an appointment. References will be sought directly from the referee and open references will not be accepted, and will request details about any safeguarding concerns, capability procedures in the previous two years and any current disciplinary warnings.
10. We will undertake online and social media searches of all shortlisted applicants with their consent as part of due diligence checks and any identified incidents or issues that are available online will be addressed at interview.
11. During the shortlisting process all applications will be carefully scrutinised by at least two people, who will also carry out the interview, to ensure that the information provided is consistent, does not contain any discrepancies and to identify any gaps in employment. Incomplete application forms will not be accepted and will be returned

for completion.

12. Shortlisted applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children, subject to Ministry of Justice guidance on the disclosure of criminal records.
13. The school operates the Guaranteed Interview Scheme for Disabled People where we guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post.
14. During the interview, any discrepancies noted from the shortlisting will be explored. If the interviewing panel are not satisfied with any explanation given the applicant will not be successful.
15. A successful candidate will be offered a conditional offer of employment; this will be subject to a series of checks:
  - Receipt of at least two satisfactory references, confirming that the referee knows of no reason why the candidate should be prohibited from working with young people. References must cover a 5 year consecutive period. Where an applicant is not currently working with children but has done so in the past then a reference will also be obtained from that previous employer.
  - Verification of the candidate's identity (best practice is to request sight of a birth certificate to identify any name changes) and entitlement to work in the UK including under the EU Settlement Scheme.
  - Barred list check obtained and risk assessment undertaken if candidate is to start prior to DBS clearance.
  - Enhanced Disclosure via DBS.
  - Provision of a Certificate of Good Conduct where a candidate has lived outside the UK for six months or more within the last five years.
  - Teaching Regulation Agency checks for prohibition orders (teachers and others), failed induction or probation, and historic sanctions and restrictions.
  - Section 128 Barring Direction Check for Governor and Senior Leadership appointments
  - Verification of the candidate's medical fitness for the appointed role.
  - Verification of professional qualifications and status (eg. PGCE, QTS/QTLS, TRA/SET registration, Statutory Teacher Induction, NPQH, IOSH, CIMA, etc).
  - Non-teaching posts - satisfactory completion of the probationary period.
  - The Headteacher and Safeguarding Governor will check and sign staff recruitment folders to ensure all mandatory checks have been undertaken satisfactorily.
16. The SCR is maintained by the school and lists all staff (including supply staff and former staff), volunteers, governors, contractors and all others who visit frequently or intensively, which includes details of the checks outlined above where applicable. The Governing Board is required to feel confident that the SCR is up-to-date and follows recommended best practice that the Safeguarding Governor checks the SCR at least once per term and signs to acknowledge they have done so.
17. School staff will obtain written confirmation from supply agencies and third parties that the same checks have been undertaken to establish an individual's suitability to work with children. The Safeguarding Governor will scrutinise these records when checking the SCR. On arrival supply staff will be asked to show a form of photo identity (e.g passport, driving licence) to prove who they are.

18. Lettings Policy – Safer recruitment extends to the systems and checks of anyone who hires facilities within our school grounds and this is reflected in our Lettings Policy. It may be necessary for the Hirer to submit proof to the Lettings staff that they have undergone a successful check under the Disclosure and Barring Service. If a particular letting involves contact with children and young people, it is the responsibility of the Hirer to ensure and be able to fully demonstrate that they have complied with the DBS Code of Practice and any relevant Safeguarding requirements. A copy of the DBS registration for the event organiser will be requested for lettings involving children under the age of 18. When there is a requirement for DBS checks to be undertaken, the Hirer must keep appropriate records for all adults in line with the DBS Code of Practice and report to the Head of the school any safeguarding concerns which may arise. The Hirer must be able to provide evidence that DBS checks have been carried out for all relevant adults on request. See our current Lettings Policy for further information
19. New staff will receive induction information about safeguarding procedures and statutory safeguarding training will be arranged by the school's Designated Safeguarding Lead. They will also receive current copies of the following school documents which they must sign as having received and read:
- Keeping Children Safe in Education Part 1 – information for all school and college staff
  - What to do if you're worried a child is being abused
  - Child Protection Policy
  - Code of Conduct for Teaching and Support Staff
  - Behaviour for Learning Policy
  - Child Protection Advice for New Staff leaflet
  - Whistleblowing leaflet
  - Professional Boundaries: Your Role with Children and Young People leaflet
  - Guidance for students and parents on the use of mobile phones leaflet
  - New Staff Handbook
  - Health and Safety Policy and Statement
  - Computer Resources Policy for Students and Staff
  - E-Safety/Online Safety Policy
  - Guidance for staff on the performance management system
  - Guidance for online statutory safeguarding training and reporting of concerns for new staff
  - Job description/person specification
  - Safeguarding Children Induction Booklet
20. All staff are subject to annual performance management and appraisal. The school must refer as soon as possible anyone who has harmed or poses a risk of harm to a child who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left, to the DBS; this includes supply staff.
21. The school's policy is to renew DBS checks for all staff, volunteers and governors every 5 years. They are informed that they have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.
22. The school will submit an annual Safeguarding Report to the Governing Body and the Local Authority Education Safeguarding Advisory Service.

23. This policy should be read in conjunction with the school's Child Protection Policy.

**Review**

This policy will be reviewed in two years (earlier if any legislative change).