



1.20 Safer Recruitment Policy (EYFS & KS1-3)

Reviewer responsible:	SDH / HHR	Date of last review:	09/24
Reviewed by:	HF / SSt	Date of next review:	09/25
Authorised by Chair:	AH		

Safer Recruitment Policy

Notting Hill Preparatory School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children is given the highest priority. It is of fundamental importance that the school attracts, recruits and retains staff of the highest calibre who share this commitment.

In order to ensure the safety of the children within our school it is essential that appropriate recruitment and selection procedures are followed in accordance with the latest Keeping Children Safe in Education (KCSIE) and the school's Safeguarding and Child Protection Policy.

This policy has been put together, reviewed and developed over recent years to bring in more robust procedures and a tighter timeframe to comply with current best practice.

All staff on the Senior Leadership Team and any staff responsible for recruitment are required to be trained in safer recruitment. When recruiting, there is always at least one member of the interview panel who has been trained in safer recruitment.

Aims

- To protect and safeguard the children of our school community
- To establish a robust and efficient system of vetting and checking
- To maintain comprehensive centralised records of evidence of safe recruitment

Objectives

- To ensure that when a post is advertised the advertisement makes clear the School's commitment to safeguarding and promoting the welfare of children
- To ensure the job description refers to the responsibility for safeguarding and promoting the welfare of children
- To ensure the person specification includes specific reference to suitability to work with children
- To obtain and scrutinise comprehensive information from short listed applicants, check on previous employment history and experience and take up and satisfactorily resolve any discrepancies or anomalies
- To verify the identity and appropriate academic or vocational qualifications of short-listed applicants
- To conduct a face-to-face interview that explores the short-listed applicant's suitability to work with children as well as his or her suitability for the post
- To obtain independent professional and character references that answer specific questions to help assess the preferred applicant(s) suitability to work with children and follow up any concerns
- To verify that the preferred applicant has the capacity for the job (having regard to the Equality Act 2010)
- To check a valid Enhanced DBS certificate for the applicant (for all members of staff in regulated activity), including a barred list check where appropriate
- To check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State or subject to overseas teaching sanctions
- To check that staff employed to work in early years provision, and employees who are directly concerned in the management of such provision, are not disqualified

- To ensure that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils
- To ensure that management of personal data during the recruitment process is compliant with Data Protection Act 2018

The definition of 'staff', for the purposes of this policy, includes any person working at the school, whether under a contract of employment or under a contract for services, but does not include supply staff or a volunteer. It does include teachers, peripatetic teachers, part-time staff, gap students, administrative staff, caretakers and other ancillary staff in regulated activity. Separate procedures apply for supply staff and club agency staff not employed directly by the school and volunteers— see page 6 below.

Single Central Register of Staff

The Head of Human Resources (HHR) is responsible for compiling and updating the Single Central Register of Staff.

The staff responsible for making the HHR aware of new staff /volunteers /supply staff are as follows:

- Permanent staff - members of Senior Leadership Team
- Temporary supply staff – Cover Manager
- SEN staff – SENCO (OB & JCB/PGB)
- Peripatetic Music staff – Director of Music
- Sport coaches – Director of Sport
- Outside Club staff – Clubs & Events Coordinator
- Catering Staff – Catering Manager, Sodexo
- Volunteers – Heads of Lower, Middle & Upper Schools
- Contractors – Head of Finance & Operations/Premises Manager

A vetting and ID check specific to visiting public speakers, such as those speaking to the school or part of the school in assembly or to classes, will be carried out for each speaker by the member of staff responsible (see Appendix 4 and 4a of 1.1 Policy for Safeguarding and Child Protection). This will be approved and signed by the relevant Deputy DSL for the age group/s concerned and the forms will be saved. The member of staff responsible for the visitor must ensure all paperwork is completed in advance and given to the relevant Deputy DSL.

All visitors must sign in and out of Reception. They must wear a pink visitor lanyard whilst on the premises and be supervised by a vetted member of staff.

Procedures for recruiting staff

The procedures to be followed:

- a) Advertising (internally, externally or both)**
- b) Drawing up a short list**
- c) The interview process**
- d) Offer of appointment**
- e) Post appointment**

Advertising

- Advertisement to include statement of School's commitment to safeguarding and promoting the welfare of children

- Advertisement to indicate that applicants must request an application form
- On request, application form sent (which informs applicants that short-listed candidates will have online searches carried out as part of due diligence checks), along with a job description (which includes a requirement for compliance with the school's child safeguarding policy) and person specification

Drawing up a short list

- Application form scrutinised to ensure it does not contain any discrepancies and to identify gaps in employment – which should be noted in considering whether to short list an applicant
- All candidates to be assessed equally against criteria contained in the person specification, including professional attributes and personal qualities
- A short list of candidates will then be drawn up
- A check of candidate's social media profiles will be made prior to interview and if there are any areas of concern they will be brought to the attention of the recruitment panel. Two written references of the short-listed candidates (open references and testimonials not acceptable) to be taken up prior to interview, wherever possible, and a reference form sent for completion. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview
- If a reference cannot be taken up at this stage a further interview may be subsequently arranged
- A suitability to work with children self-declaration form will be sent to short-listed candidates prior to interview. Upfront disclosure of a criminal record may not debar a candidate from appointment as the school will consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors
- Any unspent convictions, cautions, reprimands or warning must be disclosed to the school. However, amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) Order 2013 provide that certain spent convictions and cautions are 'protected' and these are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is found at the DBS website (<https://www.gov.uk/government/publications/dbs-filtering-guidance>)
- If a candidate fails to declare any convictions that are not subject to DBS filtering, they may be disqualified from the appointment or be dismissed should the discrepancy later come to light
- Short listed candidates will be interviewed

The interview process

- The interview will assess the merit of each candidate against the job requirements and explore their suitability to work with children
- Candidates for interview will be given all necessary information concerning time, place, etc. how the interview and trial lesson will be conducted and who will form part of the interview process. Any attendance requirements of the candidate will also be requested
- Documentary evidence of identity, that will satisfy DBS requirements, and qualifications are requested. Copies of all these will be kept on the successful candidate's personal record file. Documentary evidence of unsuccessful candidates will be shredded
- In most instances the interviews will be conducted by two interviewers (at least one interviewer being a safer recruitment trained member of staff). An agreed set of questions will be drawn up relating to the requirements of the post and the issues to be explored with each candidate based on the information provided in the candidate's application form and references (if available). Also explored will be:

- The candidate's attitude towards children and young people
- His or her ability to support the school's agenda for safeguarding and promoting the welfare of children
- Gaps in the candidate's employment history and whether the candidate has lived or worked overseas for more than three months in the last 10 years will be explored
- Concerns or discrepancies arising from the information provided by the candidate or a referee will be identified
- The candidate will be asked if he/she wishes to declare anything in light of the requirement for a DBS disclosure
- In the case of a teaching post, an agreed trial lesson will form part of the interview process and will be observed by two members of staff: one member of the interview panel and the Form Teacher or Head of Department. A prospective teaching assistant would spend a supervised trial morning/afternoon with a relevant Form Teacher
- The candidate will be informed of the timeframe for announcing the outcome of the recruitment process
- Any outstanding references will be obtained for the preferred applicant and telephone follow-up calls will be made by the interviewer to confirm the reference and ask any further questions relating to their suitability to work with children.
- A final interview of the preferred applicant will take place (if required) to investigate any discrepancies between the application form, information provided at first interview and information provided in the references
- Where candidates live outside the UK, the interviewer must ensure that the candidate is aware that all documents required for the submission of a DBS, in particular proof of UK address, are available well in advance of their commencement of employment at the school

Offer of appointment

Offer of appointment will be conditional on receipt of the following:

- A satisfactory enhanced DBS disclosure and Barred List Check
- At least two satisfactory character and professional references (as appropriate) together with a telephone follow-up call to certify veracity of references.
- A check that the member of staff is not subject to a Teaching Prohibition Order, if appropriate
- A check that the member of staff is not subject to a Prohibition from Management of Independent Schools (Section 128 Direction), if appropriate
- Verification of Identity - photo ID, such as a passport or UK driving licence
- Declaration of medical fitness – if a medical condition is such that it might impair the candidate's ability to discharge their role, the Head will discuss this matter with the candidate and consider reasonable adjustments
- The right to work in UK check using the Home Office Right to Work Checking Service
- Previous employment history
- Proof of qualifications required for the post
- A declaration that the candidate is not disqualified under the Childcare Disqualification Regulations 2018 (where appropriate)
- Where the candidate has lived or worked overseas, further checks will be made as appropriate such as overseas police checks or additional references
- Where the candidate has carried out teaching work outside the UK, confirmation that they have not been referred to, or sanctioned by, the teaching regulator in that country or, if appropriate, the provision of a letter of professional standing
- Online searches that do not make the candidate unsuitable to work at the school
- Any further checks which the school decide are necessary

Each new appointment will be entered on the Single Central Register by the HHR at the time of acceptance of the job offer. The Single Central Register details all the checks undertaken, when they were undertaken and who checked them.

Where an Enhanced DBS disclosure has not been received before the commencement of employment, a Barred List check will be carried out prior to commencement of employment. A Barred List check will also be carried out where a 'portable' DBS is used. If the new member of staff has subscribed to the DBS 'updating service' a status check of the individual's DBS will be carried out. No member of staff or volunteer will be left unsupervised with children until they have a satisfactory DBS. A risk assessment will be carried out in these circumstances and reviewed on a regular basis.

Should there be a disclosure on the DBS certificate the Head will discuss any matter revealed in a Disclosure with the person seeking a position at the school. Having a caution or conviction will not necessarily bar an applicant from working in the school. It will depend on the nature of the position and the circumstances, background and nature of the offence. The Head should make a judgement based on the information revealed and a discussion with the candidate as to whether employing the candidate would in any way compromise his/her duty of safeguarding and protecting the children in her/his care.

Post appointment

The school's Designated Safeguarding Lead (DSL), or Deputy DSL (DDSL), conducts a Safeguarding Induction for all staff and volunteers to:

- Provide training and information about the school's policies and procedures
- Support individuals in a way that is appropriate for the role for which they have been engaged
- Confirm safe practice and standards of conduct and behaviour expected of staff and pupils within the school
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities
- Enable the DSL/ DDSL to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately and inform/liase with their line manager/mentor, as appropriate
- Ensure new staff are aware of the policies and procedures that relate to safeguarding and promoting the welfare and safety of children and have been sent a copy of, read and understood KCSIE Part One (including Annex B) and the School's Safeguarding & Child Protection policy
- Be aware of the identity and role of the DSL and Deputy DSLs
- Ensure they have undertaken the fire safety induction
- Raise any relevant personnel procedures, e.g. disciplinary, whistleblowing
- Ensure new staff receive the Code of Conduct and an appropriate Staff Handbook and know how to access all school policies.
- Ensure that an induction form is filled out and signed by all staff.

Procedure for agency supply staff

No person may begin work in the school unless the HHR has received written notification from the supply agency that all appropriate checks have been carried out including: identity, references, relevant qualifications where appropriate, application form/background history, medical check, an

enhanced DBS disclosure, further checks if person has lived outside UK, right to work in UK, prohibition order checks, Disqualification Self-Certification check and Barred List check.

Agencies must provide update DBS certificates or DBS certificates (including Barred List Check) dated in last three years for supply staff. Before a person begins work at the school (irrespective of any checks carried out by the employment business) the person's identity and DBS certificate will be checked by the School Secretary) and an update DBS check or Barred List Check carried out. Where a supply teacher will be at the school on a regular basis, a safeguarding induction will be given by the DSL/DDSL, together with copies of safeguarding documentation and an induction form completed. Each appointment will be entered on the SCR by the HHR.

Procedure for club supply staff

The school will require written confirmation from the club provider that all appropriate checks have been carried out on their club staff. This confirmation stipulates that the school can inspect these records, if required. A pre-employment checklist will be required to be completed and signed by the club provider before the individual can commence work at the school. The school will also verify the identity and original DBS (including Barred List Check) of the candidate. A safeguarding induction will also be provided by the DSL/DDSL and an induction form completed. Each appointment will be entered on the SCR by the HHR.

Procedure for recruiting Volunteers

When a parent is involved in a school activity on a supervised and 'one off' basis, such as a school trip, vetting checks would not normally be required.

If a volunteer becomes involved in a school activity on a regular basis (i.e. once a week or more, or three or more occasions in a 30-day period), the HHR will be notified prior to the activity by the member of staff responsible. A copy of ID will be requested and held on file. An informal interview with a member of the Senior Leadership Team and/or member of staff involved will take place. The need for written references will be at the discretion of the Head. The volunteer will be briefed by the member of staff involved and provided (where appropriate) with safeguarding and procedural documentation. An assessment will be carried out to assess whether the volunteer will be supervised or unsupervised. The HHR will obtain a DBS disclosure where it is considered that the role will be 'unsupervised'. No volunteer in regulated activity will be left unsupervised with children until they have a satisfactory DBS. The HHR will be responsible for keeping a list of all current volunteers on the SCR who have been DBS checked and inform other members of staff accordingly.

Ongoing compliance procedures

All fully vetted staff must wear blue lanyards, indicating they have undergone all school safer recruitment procedures and can be left unsupervised on school premises. Anyone wearing a pink visitor lanyard should be supervised by a member of staff who has a blue lanyard. Anyone not wearing a lanyard on school premises should be challenged.

The HHR will update the Single Central Register on a regular basis and the DSL will review the Register half-termly. Whilst DBS applications are going through the HHR will monitor the progress of the application online. Risk assessments will also be carried out and reviewed by the DSL on a regular

basis. The Safeguarding Governor will also review the Register and carry out spot checks as part of the annual Safeguarding Audit. The outcome of such audits will be reported to the Governing Body. Any deficiencies or weaknesses will be remedied without delay and reported as having been rectified to the Governing Body.

The HHR will maintain and update the 'Right to Work' register. The DSL will review this register once a term.

Referral to the DBS and the Teaching Regulation Agency

The school has a legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child and who has been removed from working in regulated activity, or would have been removed had that person not left the school's employ. If the individual is engaged in teaching duties, a referral will also be made to the TRA. Referrals may also be made to the TRA (irrespective of whether the DBS criteria for referral have been met) for unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction, any time, for a relevant offence.