



# East Sheen Primary School

## Safer Recruitment Policy

### Introduction/ Aims and Objectives

East Sheen Primary School (ESPS) is committed to safeguarding and promoting the welfare of children or vulnerable individuals.

Our recruitment process is designed to deter unsuitable applicants from applying for roles with vulnerable groups, and to identify and reject them if they do. Applicants will have to undergo strict vetting procedures before appointment. ESPS will ensure all candidates are treated fairly, consistently and in compliance with all relevant legislation. All recruitment is carried out in accordance with the guidance in [Keeping Children Safe in Education 2022: Part Three](#) (KCSiE 2022).

### Recruitment and Selection Procedures

**Advertising** – most new roles at ESPS are advertised externally via the Eteach website, a specialist education recruitment site. A job description and person specification are included for the role. The advert includes details of our safer recruitment practices including the checks that will be required before employment. Very occasionally, roles may be advertised internally or within the school community, via our newsletter, e.g. lunchtime supervisor role. Again, candidates will be sent an application pack making clear the school's commitment to safeguarding.

**Application forms** – all applicants are required to complete an application form in full, providing a complete employment history to enable any gaps in employment to be identified and accounted for. Applications made via CVs will not be considered to ensure that key information is not omitted.

**Shortlisting** – applications are reviewed by the recruitment panel and a short list created. Successful applicants will be invited to interview; details of the interview process are provided at this time. Unsuccessful applicants will be notified. In line with point 221 of KCSiE 2022, as part of the shortlisting process the school will consider carrying out an online search as part of their due diligence on the shortlisted candidates.

**Interview** – the interview will be conducted by a panel of at least two persons, typically the Headteacher and another member of the senior leadership team. Usually, both members of the Headship team will form the panel. Both the Headteacher and Deputy Headteacher have undertaken safer recruitment training, as has the school business manager. When the interview is for a Headship role, members of the Governing Body will join the panel and for the Headteacher position there will be a representative from the local authority (Achieving for Children-AfC). At least one member of the panel will have safer recruitment training. During the interview, the candidate will be advised that any job offer is subject to satisfactory references, a DBS check and health screening check and other prohibition checks (as appropriate to the role), and as outlined in KCSiE 2022. Any gaps in employment are investigated at this time.

The selection process may involve a range of tasks e.g. presentation, teaching activity or an interview with the Pupil Leadership Team. All candidates will perform the same tasks and all members of the panel will assess each task. The candidates will be scored for each task to determine the successful candidate. The successful candidate will be notified by telephone with a follow up email which they are asked to reply to, accepting the position. The Business Manager will then liaise with the candidate to complete documentation to enable a contract to be issued. Unsuccessful candidates will be notified.

## Appointment and Checking Procedures

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.

### New Staff

When appointing new staff, we will:

- Verify their identity using photo ID (e.g. passport or driving licence) plus 2 proofs of address dated within the last 3 months.
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months, where an individual is signed up for the DBS Update Service we login to the secure portal and print confirmation of the search and the check results.\*
- Obtain a separate barred list check if they will start work in regulated activity (see below) before the DBS certificate is available\*
- Verify their mental and physical fitness to carry out their work responsibilities - Occupational Health provide 'Fitness to Work' certificates
- 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, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- 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.
- Obtain two satisfactory references; these must be completed in writing. A school reference request will be sent, tailored to the job vacancy. The references requested will ask specific questions about the suitability of the applicant to work with children.

*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*

*\*the school uses ACTION HR as a service for obtaining appropriate DBS and barred list checks.*

### **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 barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, 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.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

## **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, following the safer recruitment procedures outlines in KCSiE.

## **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.

## **Induction Process**

Upon commencement of the role, the new staff member will meet with a member of the headship team for induction. An induction checklist is completed (see appendix 1) and a copy of the school handbook is provided. Child protection and Safeguarding training is also provided.

Volunteers are provided with Parent and Carer guidelines and are asked to read the school Child Protection and Safeguarding Policy.

Visitors to the school are asked to read the School Visitor Guide, which includes details of Designated Safeguarding Leads, First Aid and Fire Safety.

This policy was approved by the governors in Autumn 2022

It will be reviewed again in Autumn 2024

## Induction Checklist

**Name** ..... **Date**.....

I have received my contracted hours & timetable

I have had a tour of school including the staffroom

I am aware of school key dates, holidays & Insets

I have a copy of staff handbook

I have a copy of the staff list & school staff structure

I have read the Safeguarding policy

I have received Safeguarding training

I am aware of & know where to find the key policies:

- Code of Conduct
- Special Leave
- Pay
- Behaviour
- Anti- Bullying
- Online safety
- Marking

I have received my email address

I have been shown the staff intranet

I have a log in & password for AfC CPD online

I am aware of the Fire evacuation procedure

I have my ID and lanyard

I am aware of the medical needs of children in the school

**Employee signature**.....

**Headship Team signature**.....