




## SAFER RECRUITMENT POLICY

**Reviewed annually by Senior Management**  
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Signed  \_\_\_\_\_

**Daniel Steward – Managing Director**



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## Introduction

The safe recruitment of staff in School Skipping is the first step to safeguarding and promoting the welfare of children in education. School Skipping is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, School Skipping expects all staff and volunteers to share this commitment.

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 safer recruitment training.

## Aims and objectives

The aims of the Safer Recruitment Policy are to help deter, reject or identify people who might abuse pupils or who are otherwise unsuited to working with them, by having robust staff appointment processes and procedures in place.

The aims of School Skipping's Safer Recruitment Policy are as follows:

- to ensure that School Skipping meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2021 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS)
- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

School Skipping has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at School Skipping based on the applicant's

abilities, qualifications, experience and merit as measured against the job description and person specification.



The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision making process.

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

## Roles and responsibilities

It is the responsibility of School Skipping employees to:

- ensure School Skipping has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements and to monitor School Skipping's compliance with them

It is the responsibility of School Skipping staff involved in recruitment to:

- ensure that School Skipping operates safe recruitment procedures and ensures all appropriate checks are carried out on all staff and volunteers who work at School Skipping
- promote the welfare of children and young people at every stage of the procedure
- monitor contractors' and agencies' compliance within safeguarding

## Existing Staff

If School Skipping has concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

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



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- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- 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

## Recruitment and selection

### Advertising

To ensure equality of opportunity, School Skipping will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement. Any advertisement will make clear School Skipping's commitment to safeguarding and promoting the welfare of children and that safeguarding checks will be carried out.

All documentation relating to applicants will be treated confidentially in accordance with General Data Protection Regulations (GDPR).

Advertised roles will make clear the safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children.

### Application Forms

School Skipping uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role. In addition, all applicants are required to account for any gaps or discrepancies in employment history. Incomplete application forms will not be shortlisted. CVs will not be accepted as a standalone overview of employment history.

The application form will include the applicant's declaration regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to pupils. Therefore, any convictions and cautions that would



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normally be considered 'SPENT'  
for any position within School Skipping.

must be declared when applying

It is unlawful for School Skipping to employ anyone who is barred from working with children. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

The application pack will include a copy of, or a link to School Skipping Safeguarding and Child Protection Policy.

Applicants will be required to provide the following information:

- Personal details, current and former names, current address and national insurance number;
- Details of their present (or last) employment and reason for leaving;
- Full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- Qualifications, the awarding body and date of award;
- Details of referees/references (see below for further information); and
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

School Skipping will not accept copies of a CV in place of an application form.

## Job Descriptions and Person Specifications

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

### **Shortlisting.**

School Skipping shortlisting process will include at least two people and will consider any inconsistencies and look for gaps in employment and reasons given for them, and explore any potential concerns.

Shortlisted candidates are asked to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so 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



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- Information about any criminal offences committed in any country in line with the law as is applicable to England and Wales
- Any relevant overseas information
- If they are known to the police and children's social care
- Whether they have been disqualified from providing childcare

Candidates are asked to sign a declaration confirming the information they have given provided is true. If the declaration is signed electronically, the candidate will be asked to physically sign a hard copy of the application form at the point of interview

## Online searches

Following updated guidance in Keeping Children Safe in Education; all schools in School Skipping will undertake an online check. See supporting document 'Online Check for Shortlisted Candidates'.

## References

We will seek references on all short-listed candidates, including internal candidates, before interview. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview before appointment

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by School Skipping. One of the references must be from the applicant's current or most recent employer and be completed by a senior person with appropriate authority. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

Any discrepancies or anomalies will be followed up and direct contact by phone will be undertaken to verify references.

If a candidate is not currently in employment – verification of the individuals most recent employment will be obtained

School Skipping does not accept open references, testimonials or references from relatives.

School Skipping will also:



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- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed;
- Always verify any information with the person who provided the reference;
- Ensure electronic references originate from a legitimate source;
- Contact referees to clarify content where information is vague or insufficient information is provided;
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate;
- Establish the reason for the candidate leaving their current or most recent post; and, □

Ensure any concerns are resolved satisfactorily before appointment is confirmed.

## Interviews

There will be a face-to-face interview wherever possible, ideally with a panel of three interviewers, one member of which has undertaken formal Safer Recruitment Training. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training), find out the candidate's motivation for working with children and discuss relevant experience.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has not been disclosed on the application form.

All information considered and decisions made will be recorded. The Special Partnership Trust will retain all interview notes on all unsuccessful candidates for a period of 6 months, after which time the notes will be confidentially destroyed (ie shredded). The 6- month retention period is in accordance with the General Data Protection Regulations (GDPR)

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Only original documents will be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

School Skipping will consider any past disciplinary action or allegations and may involved pupils in the interview process





## Offer of Employment and Pre-Employment Vetting Checks

In accordance with the recommendations set out in KCSIE 2021, the requirements of the Education (Independent Trust Standards) Regulations 2014 and the Boarding Trust's national minimum standards, School Skipping carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating School Skipping 's standard terms and conditions of employment;
- verification of the applicant's identity;
- the receipt of two references (one of which must be from the applicant's most recent employer) which School Skipping considers to be satisfactory;
- confirmation that candidates are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.
- confirmation that candidates are not subject to a prohibition order if they are to be employed in a teaching role;
- Confirmation that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the Secretary of State which prohibits, disqualifies or restricts them from being involved in the management of an independent Trust;
- where the position amounts to "regulated activity" the receipt of a satisfactory enhanced disclosure from the DBS, including Barred List information. Note: schools will obtain a separate Barred List check if the candidate will start work in regulated activity before the enhanced DBS certificate is available. Such candidates will not work unsupervised until a satisfactory DBS has been received;
- verification of the applicant's mental and physical fitness for the role;
- verification of the applicant's right to work in the UK. Note: school will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards;



- any 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 regulated authority, and criminal records checks or their equivalent;
- verification of professional qualifications which School Skipping deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).
- Probationary review period (See Probation Policy)

A personnel file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personnel files.

## DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure)

School Skipping applies for an enhanced disclosure from the DBS and a check of the Children's Barred List in respect of all positions at School Skipping which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006. The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is School Skipping's general policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.

It is School Skipping's policy to undertake new DBS checks when employees take leave for more than three months (maternity leave, career breaks, sabbaticals, etc). Members of staff at School Skipping are aware of their obligation to inform the Headteacher or the HR provider of any cautions or convictions that arise between these checks taking place. DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

If there are concerns about an existing member of staff's suitability to work with children all relevant check will be carried out as if they were a new member of staff. 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 offence under the Safeguarding Vulnerable Groups Act 2006 Regulations 2009, or
- We believe the "harm test" is satisfied in respect of the individual (ie they may harm a child or a vulnerable adult, or put them at risk of harm and



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

## Proof of identity, Right to Work in the UK & Verification of Qualifications and/or Professional Status

All applicants invited to attend an interview at School Skipping will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. School Skipping does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (e.g., marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change, including proof of original birth certificate.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

## Overseas checks

School Skipping will 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. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by School Skipping.

The checks could include:

- Criminal records checks for overseas applicants;
- Obtaining a letter from the professional regulating authority in the countries in which the applicant has worked confirming that they have not imposed sanctions or restrictions and that they are not aware of any reasons as to why the applicant might be unsuitable
- Any other checks School Skipping deems necessary



## Induction Programme

All new employees will be given an induction programme which will clearly identify School Skipping policies and procedures, including the Child Protection Policy, the Code of Conduct and Part One of KCSIE2021, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

## Record Retention / Data Protection

School Skipping is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, School Skipping will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help School Skipping to discharge its obligations as an employer e.g., so that School Skipping may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

School Skipping will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e: shredded). The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR).

## Leaving Employment of School Skipping

Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed.

Whilst these are pre-employment checks, School Skipping also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at School Skipping despite being barred from working with children; or
- has been removed by School Skipping from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to a child.



## Contractors

Contractors engaged by School Skipping must complete the same checks for their employees that School Skipping is required to complete for its staff. School Skipping requires confirmation that these checks have been completed before employees of the Contractor can commence work at School Skipping. This confirmation is provided via a signed 'Letter of Assurance' provided to School Skipping by the relevant contractor.

School Skipping will independently verify the identity of all staff supplied by contractors or an agency and, for regular visitors, record details of the ID on the school's Single Central Record alongside details of the relevant Letter of Assurance.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.