



Bellevue Place
E D U C A T I O N T R U S T

Safer Recruitment Policy

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2018
Renewal:	Annually
Review Date:	September 2019

Contents

1.0	Bellevue Place Education Trust – Our Commitment
2.0	Introduction
3.0	Equality and Diversity
4.0	Background
5.0	The Application Process - Planning
6.0	Job Description and Person Specification
7.0	Application Form and Information Packs
8.0	Scrutinising and Short-listing
9.0	References – vetting and checking candidates
10.0	Interview Process
11.0	Involving Pupils
12.0	Invitation to Interview
13.0	Interview Panel
14.0	Scope of the Interview
15.0	Conditional Offer of Employment
16.0	Guidance on handling a DBS check with conviction
17.0	Local Advisory Board
18.0	Supply Staff
19.0	Staff from Overseas
20.0	Volunteers
21.0	Contractors
22.0	Visitors
23.0	Records
24.0	Post Appointment Induction
25.0	Maintaining a Safer Culture
26.0	Monitoring Staff Turnover
27.0	Approval by the Bellevue Place Education Trust Board

1.0 Bellevue Place Education Trust – Our commitment

Learn. Enjoy. Succeed.

Three words that mean the world to us.

Three words that have been with us from the day we started Bellevue Place Education Trust.

Three words that govern all that we do.

As a parent you can expect excellence, both in how we teach and nurture your child. We foster a positive attitude to life, encouraging a ‘be interested and be interesting’ attitude by providing a rich learning environment full of arts, drama, sport, music and academic rigour.

Bellevue Place children are happy, confident, successful 'all rounders' who expect to win and achieve in an inclusive setting where children, parents and school staff work together to provide the best. Our commitment to you and your child is that we will teach them to learn, enjoy and succeed both in their school career and beyond.

2.0 Introduction

BPET places the highest levels of importance on safeguarding our children and will abide by all relevant legislation and best practice guidelines. This commitment to safeguarding and promoting the welfare of children and young people requires **all** staff and volunteers to share the same high levels of compliance and vigilance.

The welfare of children will be safeguarded at every stage of the recruitment process. The recruitment process itself will be carefully planned, and each element of the process will be consistent and thorough. Information from applicants will be collated, analysed and evaluated in the context of child protection and welfare. The mix of qualities, qualifications and experience a successful candidate will need to demonstrate and any other particular matters will be clear in the advertisement.

The advertisement will make clear BPET’s commitment to safeguarding as described at the opening of this policy, and will refer to the need for the successful applicant to undertake an enhanced criminal record check via the Disclosure and Barring Service (DBS). The recruitment exercise and who should be involved will be planned, giving sufficient time to organise the exercise so that safeguarding procedures are not overlooked. There will be a recruitment pack which will set out the extent of the responsibility for children that the person will have. All people who work in BPET schools have responsibility for children, some more than others.

All adverts should include the following wording:

“Bellevue Place Educational Trust is committed to safeguarding and promoting the welfare of its children and expects all employees and volunteers to share this commitment.”

3.0 Equality and Diversity

BPET is an inclusive Trust where we focus on the well-being and progress of every child and where all members of our community are of equal worth.

We believe that the Equality Act 2010 provides a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people. It also ensures that we continue to tackle issues of disadvantage and underachievement of different groups. By attracting and retaining people from different backgrounds brings fresh ideas and perspectives which will enhance teaching and working practices. BPET is committed to encouraging diversity amongst the workforce. We recognise that everyone is unique and that people have different abilities to contribute to organisational goals and overall performance.

All equal opportunity monitoring information from interviews should be captured and analysed to determine if there is a shortage of applicants from under-represented groups. This practice is recommended by the Equality and Human Rights Commission. Kilburn Grange School can then consider if there are any areas of work from which certain disadvantaged groups are excluded. See our Equal Opportunities for Staff Policy for more information.

4.0 Background

BPET believes in promoting a culture where safeguarding is given the highest priority. Safe practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the recruitment process and in staff management, development and training.

It is everyone's responsibility to keep children safe and the legislation Working Together to Safeguard Children March 2015 and Keeping Children Safe in Education (KCSIE) 2016 is designed to ensure that all staff in schools are aware of their part no matter what their role is at Kilburn Grange School. This policy incorporates the pre-employment checks outlined in KCSIE. The statutory guidance states that all staff read part 1 of KCSIE and this is an induction requirement.

Working together - In summary the basic principles are:-

- Promoting the welfare of children
- Protecting children from harm
- Preventing impairment of children's health or development
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcome
- Working with other agencies such as social care, police and health

The legislation also provides definitions of child protection and safeguarding:

Child Protection

- An essential part of safeguarding and promoting children's welfare
- Refers to an activity that is undertaken to protect specific children who are suffering, or likely to suffer significant harm,
- Will be undertaken within a statutory context

Safeguarding

- The action we take to promote the welfare of children and protect them from harm

- Creating a safe environment for children to learn

Who is responsible?

- **All staff**, and volunteers are responsible.
- Everyone who comes into contact with children and families has a role to play
- Children are best protected when professional are clear about what is expected of them individually and how they work together.

Safer recruitment is the first step in protecting children and it is crucial that time is spent planning the process and ensuring that the process is scrutinised at all stages.

THE RECRUITMENT PROCESS

5.0 Planning

When a need to recruit is identified, the Headteacher should review the requirements of the role ensuring that the job description and person specification are up to date, clear and concise. (Please see also recruitment documentation pack for checklist and templates.)

It is essential to plan the recruitment process itself, identifying who should be involved (a minimum of two people must be involved), assigning responsibilities, and setting aside sufficient time for the work needed at each stage so that safeguards are not skimmed or overlooked. At least one of the selection panel must have attended appropriate training particularly in relation to safer recruitment. In relation to the timescales, for example, time needs to be allowed for obtaining references on short listed candidates before interview.

6.0 Job Description and Person Specification

The job description is a key document in the recruitment process and it should clearly state the main duties and responsibilities of the role, Kilburn Grange School's commitment to diversity, equality and safeguarding and the individual's own responsibility.

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. It should be specific, related to the job and not unnecessarily restrictive. The inclusion of criteria that cannot be justified as essential for the performance of the role may be seen as discriminatory under discrimination law if they impact disproportionately to the disadvantage of specific groups. (Please see also recruitment documentation pack for templates.)

As a minimum the person specification should include:

- the qualifications and experience and any other requirements needed to perform the role;
- the competences and qualities that the successful candidate should be able to demonstrate and explain how these requirements will be tested and assessed during the selection process;
- Explain how all employees have a responsibility for safeguarding and promoting the welfare of children;
- The extent of the relationship/contact that the postholder will have with children and the degree of responsibility for children;
- The fact that references will be taken up for short listed applicants prior to interview and that any relevant issues arising from these will be taken up at interview.

The Application Process

7.0 Application Form and Information Packs

BPET's standard application form must be used to obtain core data from all applicants. It is not considered to be good practice in schools to accept CVs as these only provide the information that applicants want to give. CVs will only be used in exceptional circumstances.

The application form is an essential tool in the selection process and providing false information is an offence and could result in the application being rejected or more seriously, the applicant facing summary dismissal if they have started their employment and possible referral to the police.

Information Packs will include:

- Application form and explanatory notes for completing it
- Job description and person specification
- Relevant information about BPET and Kilburn Grange School
- A statement of the terms and conditions relating to the post

8.0 Scrutinising and Shortlisting

All applications are to be scrutinised to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies; and to identify any gaps in employment. Any applications that are significantly incomplete should not be accepted or shortlisted. Any anomalies, discrepancies or gaps in employment identified by the scrutiny should be noted so that they can be taken up as part of the consideration of whether to short list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work also needs to be explored and verified.

Any declared criminal convictions should be considered by the panel

All candidates are to be assessed equally against the criteria contained in the person specification without exception or variation.

9.0 References – Vetting and Checking Candidates

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee and must not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. "To Whom it May Concern". There have been instances of candidates forging references.

References should be obtained prior to interview so any queries can be raised with the candidate. Two references will be sought; of which one will be from the applicant's current or most recent employer. If the candidate has not recently worked with children, then a reference must be sought from the last employer where they worked with children.

If the reference is received via email, a copy of the email should be printed off and attached to the reference.

Information requested will include:

- The relationship between the referee and the applicant
- How long the referee has known the applicant
- Whether the referee is satisfied that the applicant is suitable for the job in question and how s/he has demonstrated that s/he meets the person specification
- If the referee is completely satisfied that the applicant is suitable to work with children
- If the referee is the candidate's current employer the following will be requested:
 - Confirmation of the details of the applicant's current post, salary, and sick record
 - Verifiable comments about the candidate's performance history and conduct
 - Details of any disciplinary procedures the candidate has been subject to in which the sanction is current
 - Details of any disciplinary procedures the candidate has been subject to involving issues relating to the health and safety of children or young people, including any in which the sanction has expired
 - Details of any allegations or concerns that have been raised about the applicant in relation to the safety and welfare of children and young people or behaviour towards children or young people, and the outcomes of those concerns
- On receipt the reference will be checked to see if all specific queries have been answered satisfactorily. If they have not the referee will be telephoned and asked to provide written details or amplification by telephone, which will be written down.
- Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases where an issue was satisfactorily resolved some time ago or where an allegation was determined to be unfounded or did not require formal disciplinary action, and where no further issues have been raised will cause less concern than more serious or recent issues.
- A history of repeated concerns or allegations will give cause for concern.

10.0 Interview process

The interview will explore issues relating to safeguarding and promoting the welfare of children in terms of:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with young people with challenging behaviours
- Attitudes to use of authority and maintaining discipline

The interview will assess the merits of the candidates against the job requirements. No candidate will be appointed without a face-to-face interview.

11.0 Involving Children

BPET will involve children in the recruitment process as far as is practicable. This may be as a separate panel with an adult supporting, or showing candidates around, or through being members of teaching groups. Candidates' interaction with children will be observed.

12.0 Invitation to Interview

This will remind candidates that the interview will include an exploration of their suitability to work with children. A copy of the person specification will be sent with the invitation to remind candidates

of the areas that will be explored. The invitation will also stress that the successful candidate will need to be checked thoroughly to ensure their identity is correct and that an enhanced Criminal Record Check (DBS) will need to be completed. S/he will need to bring:

- Current driving licence/passport or a full birth certificate and a document such as a utility bill or financial statement to confirm address
- Any name change will need the appropriate documentation
- Original documents confirming any educational or professional qualifications
- Work permit and related documentation if applicable e.g. ILtR

13.0 Interview Panel

Interviews will be conducted by a minimum of 2 interviewers, but usually 3 or more. Of the panel members at least one of them will have undertaken Safer Recruitment in Education training within the last 3 years.

Panel members will:

- Have the authority to make decisions about appointments
- Be appropriately prepared
- Have met before the interview to agree on the required standard for the job they are appointing
- Have agreed the assessment criteria in accordance with the person specification
- Have agreed a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate relating to their application and references. Candidate's response to a question will determine if they are followed up.

14.0 Scope of the Interview

In addition to assessing and evaluating the applicants' suitability for the post the interview panel will also:

- Explore the candidates' attitude towards children and young people
- Assess their ability to support BPET's agenda for safeguarding and promoting the welfare of children
- Explore gaps in the candidate's employment history
- Follow up concerns or discrepancies arising from the information provided by the candidate and/or referee(s)
- Ask the candidate if there is anything they wish to declare in the light of the need for an enhanced Criminal Records check (DBS)

Once each candidate has been interviewed, interview summary sheets must be completed by the panel. It is a statutory requirement to maintain a permanent record of the recruitment and vetting checks. This should record which panel member attended the safer recruitment training and needs to be retained for **4 years**. At the end of the interview process, these sheets must incorporate the results of any additional selection tests/exercises undertaken. The sheets must clearly state the outcome and provide objective, clear reasons as to whether the candidate is suitable for appointment or not, directly relating to the job description and person specification.

These sheets will be used to provide feedback to unsuccessful candidates and used as evidence in the event of any discrimination claim made by an unsuccessful candidate. All recruitment documentation should be kept for 6 months and then destroyed except for the panel decision sheets. All information relating to the successful candidate should be kept on their HR/personal file.

15.0 Conditional Offer of Appointment

Pre Appointment checks: an offer of appointment to the successful candidate will be conditional on:

- The receipt of 2 satisfactory references
- Verification of the candidate's identity
- An enhanced DBS clearance
- Barred list checks – **cannot start employment without this- only required if undertaking regulated activity**
- Prohibition from teaching check
- Prohibition from management check (SLT only)
- Verification of qualifications
- Verification of professional status if applicable
- Satisfactory completion of childcare disqualification self-declaration (working with under 8s) if staff are engaged in regulated activity
- Satisfactory medical check – mental and physical fitness check by occupational health

Regulated activity

Regulated activity in relation to children can be split into two main categories, these include activities and places of work. Those working in specified activities will be classed as engaging in regulated activity. Put simply, this is anyone who is **teaching/training/instructing/coaching/caring for or supervising children**. Anyone who is carrying out such a role would most likely be eligible for an enhanced DBS check, with a children's barred list check. Applicants would also be classed as working in regulated activity if they were working in a school or nursery.

Permanently working in a school would mean an applicant was engaging in regulated activity, e.g. those working as teachers, nursery nurses, or caretakers.

For those who work in these schools sporadically, such as contractors or photographers, their eligibility for a check would be determined by the frequency of their work. To be eligible for a DBS check they would need to work in any one of these specified places **more than three times in a 30-day period**.

If a response from the DBS is outstanding and all other pre-employment checks are satisfactory a person may commence work provided they are appropriately supervised and a risk assessment has been completed. The supervision should reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry. For those with limited experience and where references have provided limited information the level of supervision required may be high. For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work a lower level of supervision may be appropriate. For all staff without completed DBS checks it should be made clear that they are subject to this additional supervision. The nature of the supervision should be specified and the roles of staff in undertaking the supervision should be spelt out. The arrangements should be reviewed regularly, at least every two weeks until the DBS is received.

16.0 Guidance on Handling a DBS Check with Caution/Conviction/Adverse Information

On the BPET application form candidates are informed that the Rehabilitation of Offenders Act does not apply and that all convictions, cautions, bind-overs or pending prosecution must be declared. The interview will have explored issues arising from any declaration.

If a candidate is successful at interview, as a final checking process the Headteacher should

complete a risk assessment pro forma (see recruitment documentation pack). Once the DBS disclosure is received by Kilburn Grange School and it is established that the convictions/cautions are accurate in

relation to the applicant and reflect what the applicant declared during the application process, the Headteacher should confirm with them the circumstances surrounding the convictions/cautions and when they took place. The fact that someone has a conviction or a caution would not necessarily prevent him or her from taking up or continuing in employment although serious consideration should be given to the information that has been received before a decision is made. In reaching that decision, the Headteacher should consider the nature of the conviction/caution, when they took place and whether there is a possibility of further incidents taking place together with the possible implications, if any, for BPET employing this person. Factors to consider include:

- The seriousness of the offence, caution or bind-over and the circumstances around it;
- Whether the individual's circumstances have changed since the offence was committed, making re-offending less likely;
- The degree of intent on behalf of the offender;
- The damage caused;
- Whether drugs or alcohol were involved;
- The sentence received;
- Repeat offences i.e. was the offence a one-off or part of a history of offending;
- The length of time since the offence took place;
- The age of the person at the time of the offence;
- The nature of the job i.e. does the nature of the job present any opportunities for the postholder to re-offend in the course of their work;
- The degree of risk that the offence suggests that the individual represents;
- The severity of the impact of it were it to happen again;
- The extent of job supervision i.e. does the job involve one-to-one contact with children and what level of supervision will the postholder receive;
- An individual's attempt to "go straight";
- What measures can be put in place to minimise risk;

In the recruitment documentation pack there is a risk assessment pro-forma for completion by the Headteacher *before* the individual is employed.

17.0 Local Advisory Board

All Advisers will be required to have an enhanced Criminal Record check (enhanced DBS).

18.0 Supply Staff

Where supply staff are employed directly in our schools we will complete all relevant checks as described in the recruitment section of this policy. Where staff are provided by an agency we will obtain written confirmation from the agency that the checks required by BPET's safeguarding policy for non-supply staff have been followed. An identity check will still need to be carried out by Kilburn Grange School either prior to the person starting at Kilburn Grange School or on the first day.

19.0 Staff from Overseas

BPET will confirm the right of those they employ to work in the United Kingdom. Staff who have lived outside of the UK must undergo the same checks as all other staff, including full enhanced Criminal record checks. In addition, if an employee has lived overseas for a period of more than 3 months in the last 5 years, they will need to provide a police check from the country they have been living in.

The Home Office has published guidance on criminal record checks for overseas applicants. The Department for Education has also issued guidance on the employment of overseas-trained teachers. This gives information on the requirements for overseas trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and USA.

If it is ever necessary to engage a member of staff before the DBS disclosure has been obtained BPET via the local SLT will ensure that the person is appropriately supervised.

20.0 Volunteers

Volunteers are also seen by children as safe and trustworthy adults. The same kind of process should apply when a school is recruiting volunteers. Under no circumstances should a volunteer who has had no checks made be left unsupervised or allowed to work in regulated activity.

For example if a parent volunteer is one of a group helping out on a one-off occasion such as a day trip, a fete, a sports day or a school disco where they will be supervised, there is no need for a formal recruitment and selection process or for a Criminal Record check.

On the other hand if the volunteer is going to have an on-going role that involves regular contact with children, or means that the person will be on the premises when children are present regularly or frequently, a similar recruitment process should be adopted as would be used to recruit a paid member of staff as this will be regulated activity. The process might be presented differently or adapted to be more informal, but the principal safeguards and features of the recruitment and selection process should be the same.

In those cases the process should include:

- Information about the organisation's commitment to safeguarding children
- Completion of an application form
- Obtaining references
- A face to face interview
- Pre-employment checks including a criminal record check, references and a satisfactory childcare disqualification self-declaration.

Kilburn Grange School may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity but have the opportunity to come into contact with children on a regular basis, e.g. supervised volunteers. Employers are not legally permitted to request barred list information on a volunteer who, because they are supervised, is not in regulated activity.

The Headteacher should undertake a risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity. In doing so they should consider:

- the nature of the work with children;
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
- whether the role is eligible for an enhanced DBS check.

21.0 Contractors

In relation to building contractors, children should not be allowed in areas where builders are working, for health and safety reasons, so these workers should have no contact with children. However schools should ensure that arrangements are in place with contractors, via the contract where possible, to make sure that any of the contractors' staff that come into contact with children undergo appropriate checks. Identity checks should be carried out on the first day on site.

Contractors engaging in **regulated activity** will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is whether the contractor works on a single site or across a number of sites. See section 15.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. The Headteacher is responsible for determining the appropriate level of supervision depending on the circumstances.

If a contractor working at Kilburn Grange School is self-employed, Kilburn Grange School should treat the contractor as an employee and use the self-employed contractor pack. Schools should always check the identity of contractors and their staff on arrival at Kilburn Grange School or college.

Agency and third-party staff

Kilburn Grange School must obtain written notification from any agency, or third party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at Kilburn Grange School that Kilburn Grange School would otherwise perform. Where the position requires a barred list check, this must be obtained by the agency or third-party prior to appointing that individual. Kilburn Grange School must also check that the person presenting themselves for work is the same person on whom the checks have been made.

22.0 Visitors

It is a critical part of safeguarding that you are able to verify the identity of any visitors to Kilburn Grange School. Schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day). Headteachers and principals should use their professional judgment about the need to escort or supervise visitors. All visitors should be asked to provide photo identification when visiting Kilburn Grange School. A copy should be made of the documentation and retained. Visitors should be informed of the identity of the designated safeguarding lead either by having this printed on the back of a visitor pass or by pointing out a poster displaying the necessary information. The visitor should also be informed of any emergency procedures such as fire assembly points and first aid provision. This information can be printed on the visitor pass.

If a visitor is remaining on site and are unable to provide a DBS they should be issued with red lanyard which will alert all staff and volunteers that **this visitor must be accompanied at all times**. They must not be left unsupervised where they may have access to children. If the visitor does have a valid DBS they should be issued with a blue lanyard which indicates to staff and volunteers that this visitor does have a DBS.

All staff need to be aware of this requirement and inform anyone that makes an appointment to visit Kilburn Grange School of the need to bring ID.

23.0 Records

Records of all checks will be kept with dates of the check and the name of the individual who made the check on the Single Central Register. Any copies of DBS provided by employees **should only be kept for a period of 6 months** as these documents are used for the recruitment decision only. All documents used for pre-employment checks should be filed on the individual's HR/personal file. Photocopied documents should be certified as a true copy and signed and dated.

24.0 Post Appointment Induction

Safer Recruitment doesn't end once an employee starts. It is a statutory requirement under KCSIE 2016 that all staff are aware of part 1 of the statutory guidance. BPET will run an induction programme for all new staff and volunteers in all our schools. This will include:

- Policies and procedures in relation to safeguarding and promoting welfare, child protection, anti-bullying, anti-racism, physical intervention and restraint, internet
- Safety and any local child protection/safeguarding procedures including awareness of signs of abuse and neglect.
- Safe practice and the standards of conduct and behaviour expected of staff and children.
- How and with whom any concerns should be raised including details of the designated safeguarding lead
- Other relevant personnel procedures e.g. disciplinary, capability and whistleblowing
- Training in child protection procedures and safer recruitment will be given

The purpose is 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 the conduct expected of staff within Kilburn Grange School;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- to enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

25.0 Maintaining a Safer Culture

BPET will:

- Maintain a clear written statement of the standards of behaviour and boundaries of appropriate behaviour expected of staff and children and ensure it is understood and endorsed by all
- Ensure appropriate induction and Safer Recruitment training
- Offer regular briefings and discussion of relevant issues

26.0 Monitoring Staff Turnover

BPET will monitor both the recruitment process and induction arrangements by monitoring the following:

- Staff turnover and reasons for leaving
- Exit interviews
- Attendance of new recruits at child protection training

27.0 Approval by Bellevue Place Education Trust Board

This policy has been formally approved and adopted by the BPET Board. The Trust will review this policy annually.