



# Barnfield School

*Ambitious, Creative, Curious, Empathetic, Healthy*

## **Barnfield Primary School** Safer Recruitment Policy

**Be the best you can be'  
DREAM. BELIEVE. ACHIEVE**

Safer Recruitment Policy			
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## **1. Rationale**

At Barnfield Primary we believe that every child has the right to feel safe and to be protected from any situation or practice that could result in them being harmed. Each child's welfare is of paramount importance and we are committed to safeguarding and promoting the welfare of all children in our care and we expect all staff, governors, placements and volunteers to share this firm commitment.

## **2. Purpose**

The purpose of this policy is to set out the minimum requirements of a recruitment process that:

- Attracts the best possible applicants to apply for any vacancies
- Has safeguarding as of paramount importance throughout all stages of the recruitment, selection and induction process.
- Deters prospective applicants who are unsuitable for work with children or young adults
- Identifies and rejects applicants who are unsuitable to work with children and young people

## **3. Statutory Requirements**

The school pays full regard to the statutory guidance for schools and colleges; Keeping Children Safe in Education (DfE 2023 – Part Three: Safer Recruitment. We ensure that all appropriate measures are applied in relation to everyone who works in the school and who is therefore likely to be perceived by the children as a safe and trustworthy adult. This includes volunteers, supervised volunteers and staff employed by contractors.

## **4. Identification of Recruiting Parties**

At the time of writing, the school currently has two members of staff who have completed the recommended Safer Recruitment training and passed the required examination.

The named Safer Recruitment Personnel are:

- *Callum Moore (Assistant Head/Inclusion Leader) - Training completed September 2021*
- *Emma Bunn (School Business Lead) – Training updated & completed September 2021*

This will fully meet the requirements as outlined by the DfE. The Headteacher will ensure all staff and governors involved in the recruitment process have been fully briefed about the procedures and protocol prior to the commencement of engagement in the recruitment process. All Safer Recruitment Personnel must keep their knowledge updated and attend refresher training as needed.

## **5. Selection Process**

### **5.1. Inviting Applications**

All advertisements for posts, whether in newspapers, journals or on-line will include the statement:

***'Barnfield Primary School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory enhanced Criminal Records Check/ Disclosure and Barring disclosure'.***

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification;
- The school's safeguarding policy;
- An application form.

All prospective applicants must complete **in full**, an application form. Incomplete application forms may be rejected at the short-listing stage.

## **5.2. Short Listing and Referees**

Short listing of candidates will be carried out in relation to the identified person specification for the post. Each candidate will be firstly checked against the 'Essential Criteria'. If a large number of candidates meet the essential criteria then the selection panel may consider the desirable criteria in order to make a subsequent shortlist.

References will be sought directly from the referee. References will be completed using the LA agreed format. Open references will never be accepted (i.e. general and To Whom It May Concern). References will be sought prior to interviews taking place wherever possible. If not possible, references will be obtained following offering of the post.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A written follow up will be required from the referee as a record of any matters discussed over the telephone.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. One referee should always be the current or last employer

Referees will always be asked specific questions about:

- The candidate's suitability to work with children and young people;
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children.
- Any allegations of a safeguarding nature.
- The candidate's suitability for the post.
- Confirmation of dates and roles of any current or previous employment.

School employees are entitled to see and receive, if requested, copies of their employment references.

## **5.3. On the Day**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. At least 1 member of the panel will have completed the Safer Recruitment Training (hold certificate).

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- To explain satisfactorily any gaps in employment;
- To explain to a satisfactory conclusion any anomalies or discrepancies in the information available to recruiters;
- To declare any information that is likely to appear on a DBS enhanced clearance
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

All shortlisted candidates will be asked to sign their application form at interview, if not already been signed.

All application information will be kept on record for six months following the interview for the unsuccessful candidates.

#### **5.4. The Interview**

During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison.

In the interview, notes will be taken by the panel. These will include scores for the answers. The notes will then be added to personnel folders.

Any concerns raised through contact with referees will be discussed with the candidate at this stage.

The **recruitment panel** will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children.

The candidate will be given the opportunity to discuss any concerns or ask any questions.

The interview will always comprise a face-to-face interview; however, the recruitment panel may also request that candidates complete at least **one** of the following exercises:

- Role play exercises
- Presentations
- Group exercises
- Written exercises

- Aptitude/ability tests
- Getting the candidate to work in supervised activity with pupils

### **5.5. After the Interview**

After the interview has been completed, the recruitment panel will:

- Assess all candidates' performance using the same agreed criteria.
- Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible.
- Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.

Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in line with the Data Protection Policy, in case any aspect of the recruitment process is challenged.

After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate.
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
- Complete the relevant pre-appointment checks.

Once an offer of employment has been made, the candidate's self-declaration form will be reviewed. If a conviction has been declared, and it is spent or filtered, the offer of employment will not be retracted based on this; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

### **5.6. Pre-Employment Checks**

The school will verify the following information for all new staff:

- The applicant's identity must be verified from their passport or other photographic ID and proof of address but be provided (in line with DBS guidance).
- The applicant's right to live and work in the UK must be evidenced through documentation. Only original documentation should be accepted and its validity checked in the presence of the applicant.
- The applicant will be notified that an online check will be made in line with KCSIE 2023.
- Where the applicant will be involved in regulated activity, an enhanced DBS check will be taken out, including information from the barred list. If the applicant will begin work before an enhanced DBS check can be completed, a barred list check will be obtained.
- For members of the Senior Leadership Team, Section 128 checks will be taken to see whether a person is banned from being involved in the management and governance of schools.

- In line with Ofsted guidance, DBS certificates will only be renewed for staff who have returned after a break of service for more than three months, where the role of the member of staff has changed significantly or the school has concerns about a member of staff's suitability to work with children. When staff move internally to a similar role to their current one, the school does not need to apply for a new DBS certificate.
- In the case of teaching staff, and any other staff where qualifications are required for the job checks will be made on the applicant's academic and vocational qualifications with copies taken and held on file.
- Teaching staff will be checked to ensure that they are not prohibited from teaching.
- Where the applicant has been living abroad, similar enquiries will be made in the country of origin relating to the applicant's qualifications and suitability to teach. The school will obtain Police checks where possible.
- Applicants will be asked to provide a full employment history and details of at least 2 referees, including previous and current employers. All references will be requested directly from the referee. Referees will be contacted to resolve any issues that emerge from the references provided. For example, if the answers are vague or if insufficient information is provided. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate. For internal appointments, internal references will be accepted. Any information about past disciplinary action or allegations that are disclosed should be considered carefully when assessing the applicant's suitability for the post
- Staff working with early year's pupils who fall under the Childcare Act 2006 for disqualification checks will complete a questionnaire confirming that they are not disqualified under the regulations, in accordance with the DfE guidelines. Staff will be regularly reminded to update the school should any information change.

The school will keep copies of the following documents on staff personnel:

- Documents used as proof of identity such as passports or driving licenses
- A summary of the DBS certificate (but all other documents relating to the DBS check must be destroyed)
- Documents that prove the staff member's right to work in the UK
- Qualification checks
- Disqualification under Childcare Act questionnaire
- Teachers' Prohibition checks
- References
- Overseas checks (if applicable)

The DBS number will be recorded on the SCR.

## **5.7. Proof Of Identity, Right To Work In The UK & Verification Of Qualifications And/Or Professional Status**

Once an offer has been made and accepted, as part of the pre-employment checks the applicant will be required to bring their identification documentation such as passport, birth certificate, driving license 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 Code of Practice Regulations. In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification required for the position and claimed in their application form.

## **5.8. Medical Fitness**

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are required to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

## **5.9. Overseas Checks**

All elements of the recruitment process and the pre-appointment checks are applied to applicants from overseas in the same way as to applicants resident in the UK, if applicable. As above, overseas applicants will need to establish that they have the right to work in this country. All Teaching staff who have lived or worked overseas will be checked against the prohibited list to ensure that they are not prohibited from teaching in their home country.

In all cases where an applicant has worked or been resident overseas in recent years, we, where possible, obtain a check of the applicant's criminal record from the relevant authority in the country.

[www.gov.uk/db-check-requests-guidance-for-employers#overseas-applicants](http://www.gov.uk/db-check-requests-guidance-for-employers#overseas-applicants).

## **6. Single Central Record**

A Single Central Record will be kept of all relevant checks in accordance with "Guidance - Keeping Children Safe in Education 2020". This will be monitored termly by the Head teacher, Office Manager and School Business Lead. The Safeguarding governor will inspect and make random checks on the SCR once a year.

The school will maintain and regularly update the SCR.

All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.

For supply staff, the school will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of



staff.

If checks are carried out on volunteers, this will be recorded in the SCR.

## **7. Record Retention / Data Protection**

Barnfield Primary School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be destroyed (ie: shredded). The 6-month retention period is in accordance with the Data Protection Act 1998 and will also allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal. All information relating to employees will be kept centrally in the Headteacher Office in a locked and secure cabinet for the duration of their employment plus 7 years following their date of departure.

## **8. Induction**

All staff new in post, including volunteers, will receive an induction pack and receive training that will include safeguarding, safe working practices, GDPR, whistle blowing and child protection. Supply staff, Contract staff and Self-Employed staff will all also undergo induction.

The forms are adapted to the role. Staff will sign these to show that they have completed relevant tasks and read appropriate policies.

## **9. Non-Permanent Members of Staff**

### **9.1. Supply Staff/Contractors (Eg Cleaning, Catering Staff)**

Barnfield Primary School will only use those agencies and Contractors which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the CRB/DBS check will be treated confidentially.

Where possible, the school will try to obtain references on long term supply staff.

The office will carry out identity checks when the individual arrives at school.

### **9.2. Peripatetic Staff/Self Employed**

Barnfield Primary School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic/self-employed staff.

### **9.3. Ad Hoc Contractors (E.G. Building And Gardening Contractors)**

The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check, which will be recorded on the SCR. Contractors engaging in regulated activity will require an enhanced DBS certificate.

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.

Under **no** circumstances will a contractor in respect of whom no checks have been obtained be

allowed to work unsupervised or engage in regulated activity.

If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The school will always check the identity of contractors and their staff on arrival.

#### **9.4. Staff, Agency Staff and Third-Party Staff**

In the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed.

Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.

#### **9.5. Volunteers**

\* note: Regulated activity = unsupervised activity

For volunteers, if they **are not** engaging in regulated activity, an enhanced DBS check will be obtained – a barred list check will not be required.

If volunteers **are** engaging in regulated activity and are new to the school, an enhanced DBS check with a barred list check will be required.

Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.

##### **9.5.1. Regular Volunteers**

Regular volunteers who **are** in regulated activity will need a DBS and Barred list check and as above, will need a similar recruitment process as a paid member of staff. Regular volunteers who are **not** in regulated activity will still have an enhanced DBS check but with no barred list check.

##### **9.5.2. Parent Volunteers**

Parent volunteers working within the school, within a group and helping out on a one off occasion, do not need a DBS. These parents are always with a member of staff. However, if a parent helper comes into school regularly and is engaged in regulated activity then similar recruitment process is adopted as would be to recruit a paid member of staff.

#### **9.6. Trainee/Student Teachers**

The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried applicants for initial teacher training who are in regulated activity.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks.

The school will obtain written confirmation from the agency that the checks have been carried

out.

### **9.7. Adults Who Supervise Children On Work Experience**

If the school is organising work experience placements, the school will ensure that the placement provider has policies and procedures in place to protect children from harm.

Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. In such cases, the school will consider the specific circumstances of the work experience. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- Unsupervised themselves.
- Providing the teaching/training/instruction/supervision frequently (more than three days in a 30-day period or overnight).

If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. In this case, the school will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

If the activity undertaken by the child on work experience takes place in a 'specified place', such as the school, and gives the opportunity for contact with children, this may itself be considered regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

### **9.8. Governors**

Governors will undergo all the relevant pre-employment checks which includes an enhanced DBS check without a barred list check and a Section 128 check to see whether a person is banned from being involved in the management and governance of schools. Governors who are involved in regulated activity will also require a barred list check.

At Barnfield Primary School, as there may be occasions when members of the Governing Body are with children unsupervised, all governors are checked against the barred list.

## **10. Allegation of Abuse Made Against Teachers, Including Agency (Supply Staff, Other Staff, Volunteers And Contractors.**

All checks will be carried out before they are allowed to enter the school site or work with children. We work closely with supply agencies to ensure we have all their relevant checks and appropriate certificates with the date that we received the confirmation.

Barnfield will look at 'transferable risk' with agency and third party staff and their suitability to work with children.

Where an allegation has been made, guidance must be followed where it is alleged that anyone

working in school, including supply teachers and volunteers has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

Barnfield Primary will ensure that if anyone is facing an allegation they will be provided with effective support and be given a named contact if they are suspended.

Barnfield Primary will ensure allegations are dealt with appropriately and that they liaise with relevant parties, even when they are not employed by the school. This will align with the Child Protection and Safeguarding Policy and KCSIE 2023. It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and, at the same time supports the person who is the subject of the allegation.

The person concerned will be advised to contact their trade union representative if they have one, or a colleague for support

The school will take the lead and would liaise with the LADO to determine a suitable outcome and ensure any agency is involved. Procedures and outcomes would then follow as per our Allegations of abuse against staff policy.

## **11. Leaving Employment at Barnfield Primary School**

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse i.e.: physical, sexual and emotional and neglect) the School's Disciplinary Policy will apply.

In cases of dismissal (or resignation) due to the above behaviour, Barnfield Primary School will work with the LADO and inform the DfE of the circumstances why the employee is leaving Barnfield Primary School's employment. Where a person is considered to pose a risk to children, a referral will be made to the DBS for consideration of discretionary barring and in respect of teaching staff notification to the NCTL which will consider prohibition

## **12. Quality Assurance**

We will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures. This will include periodic audits of inclusion. The SLT, the Inclusion Team and the Governing Body will ensure that action will be taken to remedy without delay any deficiencies and weaknesses identified.

## **13. Related Policies and Procedures**

This report aims to bring together a range of policies and documents which explain the roles and

responsibilities of all the people who work with our children in the school, at home or in the wider community. These are all available either on our website ([www.barnfieldschool.co.uk](http://www.barnfieldschool.co.uk)) or via the school office.

This policy should be read in conjunction with other relevant school policies:

- Safeguarding Policy
- Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Volunteer Policy

## 14. Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List checks

