



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

SAFER RECRUITMENT POLICY

All confidential reports and minutes are stored online on a register. The file is password protected. Hard copies are stored in a locked cabinet in the Head's office.

Safer recruitment

Policy for Checking Employees, Temporary Workers, Governors, Proprietors,
Volunteers and Contractors

This policy applies to the Early Years Foundation Stage, Key Stage 1 and Key
Stage 2

INTRODUCTION

The safety and well-being of every pupil at Seaton House School is of paramount importance.

Seaton House School follows the Government's guidelines for the safer employment of staff who work with children. We obtain enhanced Disclosure and Barring Service (DBS) certificates on all new members of staff, temporary staff, visiting and peripatetic staff, contractors' employees, who work unsupervised in the school. Governors and parent helpers who have regular unsupervised access to children are also required to have up to date DBS certificates.

RECRUITMENT OF STAFF

- Recruitment advertising and applicants' information should contain a prominent safeguarding statement and the requirement for DBS checks. Clear and up-to-date job descriptions and person specifications should specifically contain references to the responsibility the role has for safeguarding and promoting the welfare of children and the abilities, experience, training and attitude that person should have.
- The application pack should contain an application form and job description and accompanying CV. There should be a statement confirming that the application form must be completed in full before it can be considered. The application should request: full identifying details including current and former names, date of birth, the current address; details of any disability; statement of academic and vocational qualifications with details of the awarding body and date; full education history in chronological order, including post- secondary education; full employment history in reverse chronological order with commencement and end dates and explanations for periods not in employment and reasons for leaving employment. There should also be a declaration about the candidate's past criminal record and whether they are disqualified from working with children to be signed.
- All information should be scrutinised, checked and validated by the Head or designated responsible administrator.
- References should be taken up for short listed candidates.
- Candidates short listed for interview should bring with them documentary evidence of their identity, either a full birth certificate, a passport or photo card driving licence and additionally a document such as a utility bill to verify the candidate's name and address. Where appropriate change of name documentation must also be brought to the interview. Also original or certified copies of documents confirming any necessary or relevant educational or professional qualifications should be brought to the interview.

- Interview questions should include questions about the candidate's suitability of working with children
- Enhanced DBS's are obtained.

An enhanced DBS check with barred list information is required as staff will be engaged in regulated activity. In addition, anyone appointed to carry out teaching work will need an additional check to ensure that they are not prohibited from teaching. The applicant must show the DBS certificate to the school before they take up their post or as soon as practicable afterwards. If an individual starts work in a regulated activity before the DBS certificate is available they the individual must be adequately supervised and all other checks, including a separate barred list check, must be completed.

There is no need to obtain an enhanced DBS check if in the 3 months prior to beginning work, the applicant has worked

- In a school in England in a post which brought them into regular contact with children or in any post in a school since May 2006; or
- In a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.

NB: If a school knows or has reason to believe that an individual is barred, it commits an offence if it allows the individual to carry out any form of regulated activity. There are penalties of up to 5 years in prison if a barred individual is convicted of attempting to engage or engaging in such work.

Pre-appointment checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks:

- Verification of a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available.
- Obtaining a certificate for an enhanced DBS check with barred list information
- Obtaining a separate barred list check if an individual will start work before the DBS certificate is available.
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- Check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service.
- Verification of the candidate's mental and physical fitness to carry out their work responsibilities.
- Verification of the person's right to work in the UK.

- If the person has lived or worked outside the UK, make any further checks considered to be appropriate. (Advice on the criminal record information which may be obtained from overseas police forces, published by the Home Office, is on GOV.UK. The Department for Education has also issued guidance on the employment of overseas-trained teachers. This can be done through the Collect service)
- Verification of professional qualifications.
- Verification that the candidate has not been disqualified from working in childcare (including by association)
- Check that a prohibition from management direction (Section 128) has not been given, if necessary

Employment history and references

- Written information about previous employment history is to be provided on the application form and information checked to ensure that it is not contradictory or incomplete. If a candidate for a teaching post is not currently employed as a teacher, a check should be made with the most recent employer to confirm details of their employment and the reasons for leaving.
- References should always be obtained, scrutinised and any concerns resolved satisfactorily before the appointment is confirmed. They should always be requested direct from the referee and open references should not be relied upon.
- Ideally references should be sought on all short listed candidates, including internal ones, before interview, so that any concerns can be explored further with the referee and taken up with the candidate at interview.
- References should be checked to ensure that all specific questions have been answered satisfactorily and if necessary the referee contacted to provide further clarification if necessary. They should also be compared with information provided by the candidate on the application form. Any discrepancies should be taken up with the candidate.
- Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks)

Single central record

The school keeps a single central record, which covers the following people:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with the children, including volunteers
- All members of the governing body

Agency and third-party staff

- Written notification is obtained from any agency or third-party organisation used that the organisation has carried out the checks on the individual working at the school, that the school would normally perform. This must include, as necessary, a barred list check, prior to appointing that individual.

- A check must be made that the person presenting themselves for work is the same person on whom the checks have been made.

Existing staff

If there are concerns about an existing staff member's suitability to work with children, all relevant checks should be carried out as if they were a new member of staff.

Schools have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe that member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity or would have been removed if they had not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual.

Where the services of a teacher cease to be used because of serious misconduct, or where a teacher would have been dismissed if the teacher had not left first, consideration must be given as to whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case and if there is a case to answer must decide whether to make a prohibition order in respect of that person.

Volunteers

- Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.
- For new volunteers in regulated activity who will regularly teach or look after children on an unsupervised basis, an enhanced DBS certificate with barred list check must be obtained.
- The school should obtain an enhanced DBS certificate for new volunteers not in regulated activity.
- It is not necessary to request a DBS check with barred list for existing volunteers who are unsupervised and continuing with their current duties, unless there is a cause for concern, as the volunteer should already have been checked.
- There is no requirement to request an enhanced DBS check for existing volunteers not in regulated activity. However, the school may choose to request one, but may not request a check of the barred list.
- If a volunteer is not in a regulated activity, a risk assessment should be undertaken and professional judgment and experience used, to decide whether to seek an enhanced DBS. Considerations should be: the nature of the work with children, formal and informal knowledge of the volunteer, 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.
- If the volunteer is supervised while undertaking an activity which would be a regulated activity if it were unsupervised, the statutory guidance must be followed:
 - There must be supervision by a person who is in regulated activity
 - The supervision must be regular and day-to-day

- The supervision must be 'reasonable in all the circumstances to ensure the protection of children'
- Employers are not legally allowed to request a barred list check on a volunteer who, because they are supervised, is not in regulated activity.

Governors

- Governors, who are volunteers, should be treated in the same way as other volunteers, i.e., an enhanced DBS check **with barred list** check should only be requested if the governor will be **engaged in regulated activity**.
- The Governing body does request an enhanced DBS check without a barred list check on an individual as part of the appointment process for governors.
- As governors are not in regulated activity, a children's barred list cannot be carried out to check if that person is under a section 128 barring direction (ie banned from working in management in a school). Therefore, the NCTL Teacher services portal will be used to check all governors and those applying for a position of governor.

Contractors

- Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken should be supervised if they come into contact with children.
- If a contractor working at the school is self-employed, consideration should be given to the school obtaining a DBS check as self-employed people are not able to make an application direct to the DBS on their own account.
- A contractor's identity should always be checked when they arrive at school.

Work experience

If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school, and gives the opportunity for contact with children, it could be considered as a regulated activity. In these cases, and where the child is 16 years of age or older, consideration should be given to whether an enhanced DBS check should be requested for the child. DBS checks cannot be requested for children under the age of 16.

Chair of Governors

Before an individual becomes a Chair of a Governing Body the Secretary of State will

- Carry out an enhanced DBS check
- Confirm the individual's identity

Disqualified from childcare (including by association)

As of January 2015, government guidelines recommend that all staff who work directly with children who under the age of 8 years old, sign a disclaimer to say that they do not reside in the same house hold as someone who has a prohibition from working with children order. Seaton House has adopted the approach that all relevant staff should sign the disclaimer either on induction and as part of the Safeguarding protocol in the school. An update is signed annually.

Prohibition from management in independent schools

It is now required that checks be made for the existence of directions made by the Secretary of State under s.128 of the Education and Skills Act 2008 barring individuals from taking part in the management of an independent school. The existence of a s.128 direction will show if a check is made through the NCTL (which can be done whether or not the person concerned is a teacher).

REVIEW

This policy will be reviewed every two years.

Reviewed May 2018

Judy Evans

Chair of Governors

Debbie Morrison

Headmistress