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## **Keyham Lodge and Millgate School Federation**

### **Safer Recruitment Policy**

Policy presented to Governors:

Date: 11 December 2018

Agreed and accepted:

Date: 11 December 2018

Signed: P Bates

# KEYHAM LODGE AND MILLGATE SCHOOLS' FEDERATION

## SAFER RECRUITMENT POLICY

Policy reviewed: December 2014  
November 2016  
November 2017  
December 2018

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### INTRODUCTION

The purpose of this policy is to set out the requirements of the Federation's recruitment process. We aim to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

### STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met. The procedures can be found within the Leicester City Human Resource Folder.

### RECRUITMENT AND SELECTION CHECKLIST

The checklist to be followed when undertaking to more safely recruit staff to the federation is to be found as Appendix A.

### IDENTIFICATION OF RECRUITERS

The school will move towards a position in which all recruiters have successfully received accredited training in safer recruitment procedures. The current position is that the Executive Headteacher, Business Manager and Assistant Headteacher have completed accredited training. It is important to remember that it is a statutory requirement that at least one member of every panel has successfully completed safer recruitment training within the last five years.

### INVITING APPLICATIONS

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

“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) Check for Regulated Activity”.

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

- an up-to-date job description which makes clear the responsibility for safeguarding and promoting the welfare of children and person specification;
- the school's child protection policy;
- the school's recruitment policy (this document);
- the selection procedure for the post;
- an application form.

All prospective applicants must complete, in full, the application form.

## **SHORT- LISTING AND REFERENCES**

CVs provided by applicants will not be accepted in place of a fully completed application form. Short-listing of candidates will be against the person specification for the post

Every effort will be made to take up references before the selection stage, so that any discrepancies can be probed during the selection stage. There are occasions where an applicant requests that current employers are not contacted prior to any interview. We will not agree to such requests unless there is very good reason.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies, discrepancies or gaps in employment. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for the post.

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

## **THE SELECTION PROCESS**

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.

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.

Candidates will be asked to bring to the interview:

- a current driving licence, passport or full birth certificate, PLUS a document such as a utility bill or financial statement that shows the candidates current name and address and, where appropriate any change of name documentation
- professional qualifications certificates essential for the post e.g. degree and PGCE

Copies of the documents of the successful candidate will be retained for their personnel file.

Candidates will always be required:

- to explain satisfactorily any gaps in employment (Appendix B);
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

### **PRE-EMPLOYMENT CHECKS (Appendix C)**

All successful applicants are required:

- to provide proof of identity - this entails candidates bringing a current driving licence, passport or full birth certificate, PLUS a document such as a utility bill or financial statement that shows the candidates current name and address and, where appropriate any change of name documentation
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

### **INDUCTION**

All staff new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

There should be an induction programme for all staff and volunteers newly-appointed in an establishment, (including teaching staff) and regardless of experience.

Insofar as the safeguarding and promoting of children's welfare is concerned, the programme will include information about, and written statements of:-

- policies and procedures covering child protection, anti-bullying, anti-racism, physical intervention / restraint, intimate care, internet safety
- safe practice and the standards of conduct and behaviour expected of staff and students / young people in the establishment
- how, and with whom, any concerns about those issues should be raised
- other relevant procedures, e.g. disciplinary, capability, whistleblowing

- how attendance at child protection training appropriate to the person's role will be arranged

## **SUPPLY TEACHERS**

Recruiting Supply Teachers should be managed in the same way as any other staff in school. This means that they will also have all the appropriate pre-employment checks carried out by the agency employing them before their employment is confirmed.

If the Supply Teacher is mobile and does not work predominately at the federation, we will request evidence of ID before that person starts work on the first occasion.

## **CONTRACTORS**

Unless contractors have a current enhanced DBS check they will always be supervised when on site. Where practicable contractors should be engaged to work outside of school time and days.

### **Building Contractors**

Children should not be allowed in areas where builders are working for Health and Safety reasons, so there should be little opportunity for workers to be unsupervised with children. It is difficult to say that there will not be times when contact with a child occurs. To accommodate for this all projects with contractors who may come into contact with children on site during opening hours in an establishment should undergo a DBS Enhanced Disclosure. This clearance should be stated in any contract struck and/or agreed with Robertson FM or an individual contractor employed directly by Keyham Lodge School. Work should not commence before the Disclosure has been received.

### **Maintenance Contractors (Leicester City Council Employees)**

In cases where a Council employee is contracted out to an establishment caring for children, they are most likely to be working unsupervised during their visits. The Council will ensure that the appropriate checks have been carried out (DBS Disclosure, Children's Barred List check and ID verification). Proof of identity will be required prior to commencement of work.

### **Emergency Call-Out Contractors (not previously checked by the school)**

Contractors that are called out in an emergency may not be a contractor that is checked and known to the school prior to the 'call-out'. It is not necessary to obtain a DBS Disclosure for such staff, as they will only have contact with children on an ad hoc or irregular basis and are unlikely to be left unsupervised with children. The Premises Officer will monitor these staff in the building by getting them to sign in or out in a visitor log and to have them escorted by a DBS cleared member of staff at all times.

## **VOLUNTEERS**

Volunteers in schools often have the same unsupervised access to children as employees. A child will not consider a distinction between a volunteer and a member of staff, when seeking help or support. This means that volunteers should have certain checks completed as they are in a position of trust.

As with any new staff member an Identity check and a DBS Disclosure should be carried out prior to the volunteer starting their duties within the school. It is also important to request and receive two references

on behalf of the volunteer. These checks must be carried out for all volunteers and not just for those unknown to the school. DBS Disclosures should be re-checked as with other staff every three years.

If a Volunteer becomes a paid employee, then their right to work in the UK should additionally be assessed. A new Enhanced DBS Disclosure will be required to reflect their change to an employee. If assisting on a one-off school trip, a volunteer does not require a DBS Disclosure, but should be supervised at all times.

## **GOVERNORS**

In line with the current guidelines 'Keeping Children Safe in Education September 2016' all Governors must have a DBS check.

## **PERIPATETIC TUTORS**

Service providers such as those for music tuition, specialist sports coaching, supply teaching or specific courses that require staff to work on school premises whilst children are in school, will have evidence of the necessary checks in relation to these staff.

It is essential to carry out or have evidence of the same standard of checks for all staff working in schools and the extended provision even if they are not employed directly by the school. It is the Headteachers and Governors responsibility to ensure that these checks are being carried out. With this in mind, all outside providers will be requested to provide evidence of the same pre-employment checks that the school would complete if they were directly employing the staff themselves. This should be given in writing and in advance of the provider starting work at the school and should be agreed as part of any contract between the school and provider. Schools have the right to view the original copy of the Disclosure from the agency if it contains additional information. Evidence of checks from external providers should be recorded on the Central Record.

*As with any external provider coming on to a school's premises the school will verify their identity, the provider will be asked to show documents such as a passport or driver's licence along with company ID. The school should be given the names of expected guests or outside providers in advance of their arrival on site. The school should be very clear that the named individual is who they say they are.*

**Signed:**  
**Pauline Bates (Chair of Governors)**

**Date:**

## KEYHAM LODGE

### Recruitment and Selection Checklist

PRE-INTERVIEW:	Initials	Date
<p><b>Planning</b> Timetable decided: job specification and description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.</p>		
<p><b>Vacancy advertised</b> Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be DBS checked.</p>		
<p><b>Applications on receipt</b> Scrutinised – any discrepancies / anomalies / gaps in employment noted to explore if candidate considered for short listing.</p>		
<p><b>Shortlist prepared</b></p>		
<p><b>References – seeking</b> Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy.</p>		
<p><b>References – on receipt</b> Checked against information on application; scrutinised; any discrepancy / issue of concern noted to take up with applicant (at interview if possible).</p>		
<p><b>Invitation to interview</b> Includes all relevant information and instructions.</p>		
<p><b>Interview arrangements</b> At least 2 interviewers: panel members have authority to appoint: at least one member must have successfully completed safer recruitment training within the last five years: have met and agreed issues and questions / assessment criteria / standards.</p>		
<p><b>Interview</b> Explore applicant's suitability for work with children as well as for the post. <b>Note:</b> Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate applicant completed application for DBS Disclosure.</p>		

<p><b>Conditional offer of appointment: pre-appointment checks</b> Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period.</p>		
<p><b>References</b> (if not obtained and scrutinised previously)</p>		
<p><b>Identity</b> (if that could not be verified straight after the interview)</p>		
<p><b>Qualifications</b> (if not verified on the day of interview)</p>		
<p><b>Permission to work in UK</b></p>		
<p><b>Enhanced DBS/DBS Check for Regulated Activity</b></p>		
<p><b>Disclosure and Barring Service Children's Barred List Check (undertaken as part of DBS Check for Regulated Activity, however, if a prospective new starter is commencing employment prior to the outcome of their DBS Check, a check of the barred list MUST be undertaken as a standalone check before they start work).</b></p>		
<p><b>Medical Fitness</b></p>		
<p><b>GTC England</b> (for teaching posts in maintained schools and non-maintained special schools) the teacher is registered with the GTC or exempt from registration.</p>		
<p><b>QTS</b> (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate in Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a Higher Education Institution, or the FE Teaching Certificate conferred by an Awarding Body.</p>		
<p><b>Statutory Induction</b></p>		

**KEYHAM LODGE**  
**Employment Gap History**

**PLEASE ATTACH COMPLETED FORM TO THE APPLICANT'S ORIGINAL APPLICATION FORM**

Full Name of candidate:

Post to be interviewed for:

\_\_\_\_\_

Date of interview:

\_\_\_\_\_

Date gap discussed with candidate if different:

\_\_\_\_\_

Chair of Panel:

\_\_\_\_\_

<b>GAP IN EMPLOYMENT</b>		<b>REASON GIVEN</b>
<b>Date from:</b>	<b>Date to:</b>	

**Signed by Chair of Panel:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

# KEYHAM LODGE SCHOOL

## Pre-Employment Check List

Name of Candidate: \_\_\_\_\_

Post Title: \_\_\_\_\_

CLEARANCES REQUIRED – PRIOR TO COMMENCEMENT	INITIALS	DATE
<b>APPLICATION FORM</b> A copy of the application form is attached and gaps in employment history have been explored and signed.		
<b>IDENTITY</b> A copy of a completed <i>Identity Confirmation Sheet</i> is attached.		
<b>REFERENCES</b> At least 2 references have been requested and received and copies are attached.		
<b>QUALIFICATIONS</b> Copies of all essential qualifications have been taken and retained.		
<b>RIGHT TO WORK IN THE UK (Asylum &amp; Immigration)</b> Appropriate documents witnessed and copied. Pro-forma filled out and signed and a copy attached.		
<b>ENHANCED DBS DISCLOSURE</b> Application No: _____ Application Form is attached. <i>(HR will process &amp; email once disclosure is returned from DBS)</i>		
<b>TO BE COMPLETED BY HUMAN RESOURCES</b>		
<b>OVERSEAS CRIMINAL RECORDS CHECK</b> (If applicable) Country Record needed from:		
<b>LIST 99</b> <i>(HR will check and email school result)</i>		
<b>MEDICAL FITNESS</b> (HR will email confirmation of check and outcome)		
<b>GENERAL TEACHING COUNCIL</b> (or other professional registration)		

# CENTRAL RECORD

The DfE require all schools and Local Education Authorities to keep a Central Record of all staff that provides confirmation that relevant checks have been taken such as:

- Verification of Identity (Name / D.O.B / Address)
- Qualifications (Qualifications required to do the job and any professional registrations required)
- Children's Barred List Check Right to work in the UK (Asylum & Immigration Check)
- Overseas Criminal Record Checks (applicable for any employee who has spent a period of time abroad)

This record will be assessed by OFSTED and HMI Inspectors from April 2007 onwards. Our school will take remedial action to identify and fill any gaps and update it with new information and staff regularly .

### **Identity Check**

Once the documents have been seen the confirmation sheet must be signed and a copy of the original documents taken (bank statements or bills should not be photocopied as they are confidential). This should be recorded on their personal file and logged on the Central Record. It is vital that has evidence to prove they have made the necessary checks. This confirmation sheet is also used in the DBS application process.

### **Right to work in the UK**

Each employee is required to prove their eligibility to work in the UK. The ideal document for this is a current UK Passport (this can also be used for the Identity Check). Once the documents have been seen HR will undertake the necessary checks.

### **Qualifications (if required for the post)**

Qualifications must be evidenced if stated on a person's job specification as essential. If a particular qualification is not needed, then schools do not have to have evidence of it. Some staff may still want to bring in their qualifications. As with the other checks, a copy of the original certificate should be taken. This should then be signed and dated to prove you have seen the original. Some jobs have clear pre-requisites such as a Cert-ed, PGCE, NVQ, HLTA, Financial and other professional qualifications; these must be evidenced on their personal file and logged on the Central Record.

### **Professional Registration (if required)**

Some posts require a professional registration with a regulatory body, such as the General Teaching Council (GTC) etc. This again needs to be evidenced and placed on file, if the person specification states it as an essential prerequisite. As with the other checks, please take a copy of the original certificate and sign and date it to prove you have seen the original (if required) and log it onto the Central Record.

### **Overseas Criminal Records Disclosure**

If a member of staff has lived abroad for a period of time or who comes from another country prior to working in the UK, then a UK DBS Disclosure will not give a full picture in respect of any criminal record they may have. In these cases an overseas Criminal Record Disclosure will need to be applied for as well as a UK DBS Disclosure. It is advisable to discuss with staff to find out if anyone will be eligible for an overseas DBS Disclosure. New staff will have this considered during their pre-employment checks. Currently the process for applying for an overseas Criminal Record changes with each country, there are also issues over translation as well. At the present time, make a note on the Central Record if someone would require an overseas Criminal Records check and from which country. This will assist the school once a robust procedure for this has been agreed.

There is an example below of the Central Record template which should be the minimum recorded by schools. It is recommended that schools record the DBS Disclosure number as well.

### Central Record Template

Identity				Qualifications		List 99	DBS	Right to work in the UK	Overseas criminal records check
Name	Address	Date of Birth	Evidenced & Date	Qualifications required: Yes/No	Qualifications evidenced & date	Check evidenced & date	Check evidenced & date	Check evidenced & date	Checks required Yes/No

*Keyham Lodge School places importance on the need for accurate and up-to-date records. If a check has been carried out, but there is no evidence recorded, then the check must be carried out again and evidence recorded on the Central Record.*

Staff who are employed directly by Leicester City and not the school i.e. some Learning Support Staff or Peripatetic Music Staff, will also be on the Council's Central Record, as it is the authority's responsibility to provide staff to schools with the appropriate checks.