

# **Safer Recruitment Procedure**

**Date of policy: September 2020**

**Developed by:**

**Ratified at:**

**Date: September 2020**

**Date of next review: September 2021**

**Southfields  
Multi-Academy  
TRUST**



**Southfields  
Academy**



**Linden Lodge  
School**

A Specialist Sensory & Physical College

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## **1. INTRODUCTION AND STATUTORY REQUIREMENTS**

Under Section 157 of the Education Act 2002 Academies must make arrangements to safeguard and promote the welfare of students and the Department for Education (DfE), has issued statutory guidance on '**Keeping Children Safe in Education**' **September 2018**.

This document contains information on the legal duties with which the Academy **must** comply. It includes safeguarding information for all staff, the management of safeguarding

and responsibilities of Trustees, safer recruitment and dealing with allegations of abuse made against teachers and other staff.

'Keeping Children Safe in Education' should be read alongside the DfE's statutory guidance '**Working Together to Safeguard Children 2015**' which covers action by all organisations, including schools, to protect children from risks of harm in the home or in the community. Safer Recruitment is a vital factor in keeping children safe within the education environment.

There is also legislation governing those persons in 'regulated activity' (see below) and requirements to carry out criminal records and barred list checks. The main legislation in this respect is contained within the following:

- Safeguarding and Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
  
- Police Act 1997, the Police Act 1997 (Criminal Records) Regulations 2002, as amended, the Police Act 1997 (Criminal Records) No 2 Regulations 2009, as amended
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended
- Sexual Offences Act 2003

Any subsequent amendments will also apply as relevant.

Requirements relating to the appointment, discipline, capability, suspension and dismissal of staff, use of supply staff/workers, checks and information to be held on the establishment's single, central register (SCR), as well as information on teacher capability to be provided in references are specified within the School Staffing (England) Regulations 2009, as amended in 2012, 2013 and 2014.

## **2. PURPOSE OF THE SAFER RECRUITMENT POLICY**

It is essential that, as part of the responsibilities highlighted above, the Academy employs staff or engages volunteers to work with children by adopting a consistent and rigorous approach in their recruitment and selection processes with the aim of ensuring that those recruited are suitable for such an important and responsible role.

The purpose of safer recruitment is ultimately to:

- **Deter.** From the beginning of the recruitment process, it is important to send the right message that the Academy has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject.** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Prevent and Reject.** There are no guarantees that even the most robust safer recruitment process will prevent an inappropriate appointment. However, this does not mean it is too late to act. Ensuring that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness

through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to students within the Academy. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements as highlighted in 1. above, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

The Academy has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the Academy in accordance with equal opportunities and the applicant's abilities, qualifications, experience and merit measured against the job description and person specification.

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

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

### **3. ROLES AND RESPONSIBILITIES:**

It is the responsibility of the Board of Trustees to:

- Ensure the Academy has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.

Monitor the Academy's compliance with them. It is the responsibility of the Principal/Headteacher to:

- Ensure that the Academy operates safe recruitment procedures and make sure all appropriate checks are carried out on all staff and volunteers who work at the Academy.
- To monitor contractors' and agencies' compliance with this document.
- Promote the welfare of children and young people at every stage of the procedure.

The Board of Trustees has delegated responsibility to the Principal/Headteacher to lead on all appointments. Trustees will be involved in the appointment of Senior Leadership Team members.

#### **4. REGULATED ACTIVITY' AND DISCLOSURE AND BARRING SERVICE CHECKS**

Organisations providing 'Regulated Activity' in relation to children and young people have specific responsibilities for carrying out appropriate pre-employment checks, including Enhanced Disclosure and Barring Service (DBS) with Barred List check, when recruiting paid employees and workers. They must also ensure that they receive written confirmation that similar checks have been carried out by Agencies and other employers who may deploy or hire workers to them where such individuals will be in Regulated Activity.

Other people coming into such an organisation (e.g. volunteers, including Governors) with access to children may not be in regulated activity - if they are 'adequately supervised' when carrying out an activity with children which would be regulated activity when unsupervised.

**'Regulated Activity' relating to children which can be defined as** unsupervised activities in any setting – including teaching, training and instructing. Work/activities must be carried out 'regularly' to be included within regulated activity. 'Regular' means carried out by the same person frequently (once a week or more often) or intensively (on 4 or more days in a 30-day period) or overnight (if carried out – even once - at any time between 2am and 6am and with an opportunity for face-to-face contact with children). Day to day management or supervision on a regular basis of a person providing the above regulated activity for children is also within the definition of regulated activity for children.

**Supervised volunteers, including Trustees** are not normally in RA. However, it is for the organisation to decide and will depend upon whether they are being 'adequately supervised' in accordance with statutory supervision guidance published by the DfE. If such persons are adequately supervised when carrying out an activity that would fall within RA if not so supervised, then they will not be in RA. Otherwise, if not adequately supervised, they are in RA. For regular volunteers, including Trustees and others who are not in RA, an Enhanced DBS check WITHOUT a Barred List check should be obtained. (There is no entitlement to ask for a Barred List check for volunteers who are not in RA).

**Contractors** carrying out work of a temporary or occasional nature, e.g. maintenance (but not teaching, training etc.) are not normally in RA. However, where contractors are engaging in RA, an Enhanced DBS certificate, including Barred List information will be required. For others who are not engaging in RA, but whose work provides them with an opportunity for regular contact with children, an Enhanced DBS check (WITHOUT Barred List information) will be required.

As **trainee teachers** are likely to be engaging in regulated activity an enhanced DBS certificate with barred list check must be obtained. Where trainees are salaried (employed) this is the responsibility of the employer. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks and schools should obtain written confirmation from the training provider that checks have been carried out and suitability to work with children assessed.

When organising **work experience placements**, policies and procedures need to be put in place to protect children from harm. Barred List checks by the DBS may be required on some **adults who supervise a child under the age of 16** on a work experience

placement. Consideration would need to be given to the specific circumstances of the work experience, in particular whether the person providing the teaching/training/instruction/supervision to the child will be unsupervised and providing the teaching/training/instruction frequently (at least once a week or on 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. If so, the employer providing the work experience should be asked to ensure that the person providing the instruction or training is not a barred person. Schools and colleges are not able to request an enhanced DBS check with Barred List information for staff supervising children aged 16 to 17 on work experience.

If an **activity undertaken by a child on work experience takes place in a 'specified place'**, such as a school or college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In such cases, where the child is 16 or over, the work experience provider should consider whether an Enhanced DBS 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.

There is no entitlement to request DBS or Barred List checks on **Visitors** (e.g. children's relatives or other visitors attending a sports day). A professional judgement must be made at the relevant time about the need to escort or supervise them.

In accordance with the above requirements and guidance, the Academy will take appropriate steps to ensure that all those employees, paid workers and any others deemed to be in regulated activity, are subject to the highest level of checks including, for new recruits, a full Enhanced DBS with Barred List Check, or as required at the time of recruitment. Others not in regulated activity will normally be required to undergo an Enhanced DBS without Barred List check if they have regular involvement with students but are adequately supervised. However, if they are carrying out ad-hoc or one off volunteering activities etc., they will not normally be subject to an Enhanced DBS check.

For any persons deemed not to be in regulated activity, steps will be taken to ensure that adequate supervision and/or protocols to ensure the safety of students at all times, are in place, in accordance with statutory guidance and general good practice. An appropriate level of checks, in addition to the requirements set out above, will be carried out in relation to all new recruits.

## **5. RECRUITMENT PANEL MEMBERS**

The recruitment and selection process, in particular interviews, will be carried out by two or more people. Wherever possible, Appointments Panels will consist of an odd number of at least three people.

**In accordance with statutory requirements, at least one member of the Panel will have successfully completed safer recruitment training.** Wherever possible, all Panel members will be involved throughout

all stages of the recruitment and selection process but, in any event, a Panel member trained in safer recruitment will be involved throughout.

## **6. JOB DESCRIPTIONS AND PERSON SPECIFICATIONS Job Analysis**

When a vacancy arises due to an employee leaving or moving to a different role, it cannot be assumed that a 'like for like' replacement is required. A review of the job description may highlight the fact that the existing role no longer meets current needs. Therefore, the requirements for any replacement or new role will be analysed prior to drawing up the Job Description and Person Specification which define the role.

### **Job Description**

The general layout of job descriptions for all posts including support staff and teachers will be very similar but may also need to reflect any local or national requirements. For example, the statutory School Teachers' Pay and Conditions Document sets out the contractual framework for all teachers in terms of their professional responsibilities and duties. However, additions may be made, for example, in terms of any generic requirements such as equal opportunities and responsibilities for safeguarding, and specific requirements relating to TLR payments or other job requirements where applicable.

However, in general, all Job descriptions will normally contain:

- The post title and grade
- The main purpose of the job
- The main tasks or duties to be carried out
- The scope of the job to indicate its position within the Academy
- General statements relevant to all positions, such as requirements relating to equal opportunities and health and safety

As all work in the Academy involves responsibility for the safeguarding of children, the job description will also make clear –

- The extent of the post holder's contact with children and young people and, in line with the establishment's commitment to the health, safety and welfare of children, the general responsibility for safeguarding.

### **Person Specification**

The person specification describes the profile of the ideal person to fill the job requirements. It is essential to the recruitment and selection process as it is used for the drawing up the advertisement, long/shortlisting and the interviewing and selection process. It sets out the criteria against which candidates will be assessed and includes the core areas for the focus of interview questions.

Person specifications drawn up will outline:

- Any qualifications required for the post
- Knowledge, skills and abilities required to carry out the duties of the post
- Any specific training requirements
- The need for awareness of, and commitment to, equal opportunities issues

- The need for commitment to the promotion of health and safety at work and to the protection and safeguarding of children.

The person specification will clearly indicate whether the stated criteria are:

- **Essential** – relating only to those areas without which the job cannot be performed; or
- **Desirable** – not essential to carrying out the duties, but which would be valuable. They may assist in the final selection process if several candidates all meet the essential criteria.

## **7. APPLICATION FORMS**

The use of application forms will help to ensure that detailed information, critical to the recruitment process, can be gathered from all applicants in a consistent format.

Southfields Academy's application form includes:

- Personal details including name, former names, date of birth, current address, NI number and, for teachers, teacher reference number
- Qualifications
- Present (or last) employment and reason for leaving
- Full history since leaving school - education, employment and any voluntary work, as well as explanation of any gaps
- Request for details of appropriate referees (see also '9. References' below)
- The requirement for a personal statement addressing the criteria set out in the person specification
- Explanation that the post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the requirement for a 'self-disclosure' – a signed declaration of any unspent and relevant spent criminal offences.
- The requirement for a signed and dated declaration that all information provided is true.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies, e.g. NCTL.

## **8. ADVERTISING**

The **job advertisement** provides potential applicants with their first impression of the Academy. An important part of the message of the advert is to inform anyone viewing it that the Academy is fully committed to safeguarding and protecting the welfare of children and young people. In these circumstances, all advertisements will include a statement to the effect that:

*The Academy is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to a Disclosure and Barring Service check.*

In the first instance, vacancies will be advertised internally in accordance with the Academy's policies of developing staff and succession planning.

If appropriate, the vacancy will be advertised externally. Cost as well as effectiveness will be borne in mind when deciding upon the most appropriate medium, which will include local adverts with the aim of recruiting from the local community, the Academy's website and national adverts.

Advertisements will be drafted by the Director of Human Resources. The Academy promotes equal opportunities and therefore a statement regarding equal opportunities will be made on all external adverts.

For external advertisements the closing date will be 2 weeks or longer after the insertion of the advertisement.

Applicants will all receive the same application pack.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act.

The application form includes the applicant's declaration regarding convictions and makes it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies, e.g. NCTL. All application forms must be signed and dated by the applicant.

### **Genuine Occupational Requirement:**

Under the Equality Act 2010 it is permissible to appoint or encourage applications from specified groups where there is a genuine occupational requirement for a particular characteristic for a role. If there is such a need this will be clearly stated in the advertisement.

## **9. SHORTLISTING**

Shortlisting will be conducted by the interview Panel, or one or more members of the Panel. It will always be carried out by at least two people.

The criteria to be used for shortlisting will be based on the person specification and job description applicable to the post. This will ensure that the process includes criteria specific to working with children as well as other essential requirements for carrying out the specific duties of the post.

Those carrying out the shortlisting process will, as appropriate:

- To ensure consistency, assess each application against the criteria, including criteria specific to working with children – use of a grid is recommended for this purpose
- Take time to properly scrutinise the applications
- Consider whether each application is fully completed – if not, it may be returned to the applicant or discarded from the process
- Highlight any gaps (in employment etc) to be explored further should the candidate be shortlisted
- Look for evidence provided against the criteria set out in the person specification and the job description
- Apply the shortlisting criteria equally
  
- Normally only shortlist those applications that meet all the essential criteria set out in the person specification. However, if this is not clear in relation to any applications, it may be decided to shortlist and explore the issues further at interview.

If a greater than anticipated number of applicants all meet the essential criteria for the post, it may be decided to use any specified desirable criteria to make a selection for the shortlist.

## **10. REFERENCES**

References are an important part of the process of gathering as much information as possible about potential new recruits.

Open testimonials from applicants will not be accepted. Two references will always be obtained directly from the referees.

References will normally be obtained following the shortlisting process and prior to interview. This will enable comparisons to be made with the information provided on the individual's application form and for any issues to be explored at interview. The application form will ask applicants if they are willing to allow referees to be contacted prior to interview and references are only requested with the applicant's prior agreement.

A standard Reference Questionnaire, or other reference request, will normally ask about:

- Capacity in which the applicant is/was employed, dates, quality of work, relationships with colleagues, parents and students, strengths, areas for development, honesty, punctuality and reliability
- Any current disciplinary/capability warnings, or such warnings which were current at the time of leaving
- Any disciplinary/capability action that is/was pending or unresolved
- Where the request relates to a teacher, any capability proceedings within the last two years
- The details of any expired warnings that relate to the safety and welfare of children or young people or behaviour towards children or young people
- Reason(s) for leaving if no longer in that employment
- Whether the referee would re-employ and whether the applicant is recommended for the post.

Referees will be provided with a copy of the job description and person specification for the post.

References requested prior to interview, or prior to a conditional job offer being made, will NOT ask about attendance or health-related matters. However, health-related questions may be asked of referees when a conditional offer of the post has been made. Therefore, a supplementary request for such further information from referees may be made at that stage, with an applicant's express permission.

It should be noted that the **Equality Act 2010** limits the circumstances in which a prospective employer can ask health-related questions of either a referee or the applicant before a conditional job offer is made. Questions may only be asked at an early stage to help to:

- Decide whether any reasonable adjustments need to be made for the applicant to be able to participate in the selection process
- Decide whether an applicant can carry out a function that is essential (intrinsic) to the job
- Monitor diversity among people making applications for jobs
- Take positive action to assist disabled people
- Clarify that a candidate does have a disability where the job genuinely requires the jobholder to have a disability.

References will be obtained prior to interview wherever possible and, on receipt, the Interview Panel and/or those who carried out the shortlisting will scrutinise the references to:

- Confirm whether or not all questions have been answered satisfactorily and whether there are any statements or issues that need to be further explored with the referee e.g. if answers provided are vague.
- Compare the information provided by the applicant with that provided by referees.

Any inconsistencies, discrepancies or concerns will be followed up with referees and/or applicants prior to interview, or as part of the interview process, as appropriate.

## **11. INTERVIEWS AND OTHER ASSESSMENT TOOLS**

Recruitment to all posts will involve an **interview** due to the essential requirement to question applicants about the job requirements and understanding/awareness of safeguarding issues, to explore any gaps, issues or inconsistencies with the application and to assess interaction and responsiveness.

The Panel will meet prior to the interviews in order to carry out the necessary preparation for conducting the interview, which will normally include the following:

- A set of basic questions to ask of all shortlisted candidates, prepared in advance. However, additional follow-up questions are likely to be needed at the interview itself as a means of probing for additional information. These questions will depend upon initial responses given by individual candidates
- Inclusion of appropriate questions relating to the safeguarding and welfare of children. This will depend upon the type and level of the post but all posts have responsibility in this area and it is important, therefore, to test motives, attitudes, awareness and understanding in this area.
- Preparation of any additional questions that the Panel will need to ask of individual applicants about their applications, for example, gaps in employment history or any other concerns.
- Agreement by Panel members on the responses they are seeking to their questions and the type of responses that would cause concern.
- Agreement by panel members of who is to ask questions, take notes etc. Questions may be asked by one or all Panel members, with notes being taken of responses.

A grid will normally be used for the purpose of questions to be asked, expected and actual responses.

**Other assessment and selection methods**, in addition to an interview, may also be used. The nature of these additional tools will depend upon the type and level of the post. Other assessment methods may include, for example:

- Presentations
- Group exercises
- Observation (of teaching or activity with a class or group of students)
- Written tests
- Other data analysis exercises, In-tray exercises etc.

Assessment and Selection methods in addition to an interview are useful in obtaining a range of information about individuals, including assessing their interaction with others, both adults and students, team work, skills and abilities to carry out particular tasks etc. Appropriate selection methods will be discussed and considered by the Panel, as relevant.

Interview invitations to shortlisted candidates will normally include the following:

- Details of date, time, venue
- Where to report on arrival
- Information about any tests or exercise to be included in the process
- A request that candidates inform the Academy of their intention to attend, or otherwise, together with the necessary contact details.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

The interview panel will always consist of a minimum of two people, one of whom has been trained in Safer Recruitment practices, and usually will include the Principal, Headteacher or Director of Human Resources.

For senior posts, the panel will always consist of at least one Trustee.

It is discriminatory to question candidates on their religion or belief, colour, race, nationality or national or ethnic origins, sex, sexual orientation, marital status, disability and/or age. The Equality Act 2010 also prohibits questions relating to sickness absence. Questions should also not be asked about personal circumstances.

Candidates should be reminded that a Disclosure and Barring Service (DBS) certificate application must be made and their offer of appointment would be subject to this being satisfactory. Candidates should be asked if they have anything to disclose relating to a DBS check.

Brief notes should be made during each interview by individual panel members on the factual responses of candidates to the questions. Personal opinions of the interviewers must not be recorded. Each panel member should complete an Interview Board Assessment Sheet.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstances of the individual case during the interview process.

### **The Decision:**

After the interview, the panel should discuss the performance of each candidate in turn against the criteria of the Person Specification. Appointments should be made on merit

and the person appointed must be the candidate who demonstrated the best ability to meet the criteria of the Person Specification. The Chair of the interview panel should complete the Interview Decision Sheet recording the decision in the case of each candidate and the reason for the decision.

Candidates will be informed of the outcome of the interviews as soon as possible after these have taken place.

## **12. CONDITIONAL OFFERS OF EMPLOYMENT**

Any job offer made must be conditional as it will be subject to a variety of preemployment checks:

- **two satisfactory references**, one of which should be the current or most recent employer
- **a satisfactory medical assessment**
- **the prospective employee not at any time being barred**, either totally or to a limited extent, from employment or work involving regular contact with children, young persons or other vulnerable people, nor to any other relevant prohibition or restriction being applied to your employment;
- **proof of identity** (normally from current photographic ID and proof of address except where, in exceptional circumstances, none is available);
- receipt of **evidence to meet the requirements of the Immigration, Asylum and Nationality Act 2006**.
- a satisfactory **Enhanced with Barred List check** through the Disclosure and Barring Service (DBS) for the existence and content of any criminal record.
- **valid Home Office (UK Visas and Immigration) permission to work** in the post.
- **for teachers only - the prospective employee not being subject to a prohibition order or interim prohibition order** by the Secretary of State, pre-existing General Teaching Council for England or any other authorised Body;

**for teachers involved in the management of the school only** – the prospective employee not being subject to directions made by the Secretary of State under Section 128 of the Education & Skills Act 2008 barring individuals from the management of schools.

- **for teachers only (other than where appointed specifically as an unqualified teacher) - initial and continued recognition as a qualified teacher**
- **Verification of other professional qualifications, where appropriate**
- **Successful completion of the Statutory Induction period for Newly Qualified Teachers (*teachers*) or completion of a successful probation and assessment period (*support staff*).**

Prospective employees who have lived or worked overseas will first undergo the same checks as all others. In addition, further additional check(s) considered necessary will normally include (for example) the requirement for a certificate or letter of good conduct and extra care will be exercised in taking up references.

Any verbal offer that may be made prior to a written conditional offer will also clearly state that the offer is conditional.

**The majority of checks must be satisfactorily completed before a prospective new employee starts work.** Apart from the requirement to satisfactorily complete an induction or probationary period during the initial stages of employment in relevant cases, the only other check that may still be pending on starting work is the full Enhanced DBS with Barred List check. In exceptional circumstances, where the full check has not been received, the employee will be supervised until it has been received and deemed satisfactory.

All employees and workers engaged by the Academy are deemed to be in 'Regulated Activity' whatever their role and are, therefore, subject to a full Enhanced with Barred List Check through the DBS.

**In any event, it should be noted that new employees will not be able to commence work and will not be placed on the Payroll until the pre-employment paperwork has been received.**

**Conditional offer letters** will include the following:

- Job title/role and start date
- Relevant details relating to the position, e.g. type of contract and hours, if fixed term details of expiry date and/or circumstances/conditions
- Pay and conditions of service applicable
- Payment arrangements and a request for account details, P45 and National Insurance number
- Pre-employment checks that need to be satisfactorily carried out before the offer can be finally confirmed (see above)
- Any other relevant action to be taken or information to be provided.

**In circumstances where any of the pre-employment checks prove to be unsatisfactory, a conditional offer will be withdrawn** where the Academy considers it appropriate to do so.

A candidate receiving a conditional offer, whether verbal or written, should not, therefore, assume this to be a guarantee of employment.

### **13. USE OF VOLUNTEERS**

Children and young people will see volunteers within a school or other educational service in the same way as its other employees. They will not know that they are unpaid and will assume they are safe and trustworthy adults, just like anyone else within their educational environment. Therefore, volunteers should also be subject to a checking process to ensure that they are indeed safe to be in contact with students. The principles of safer recruitment should be applied whether an individual is paid or unpaid.

### **14. SINGLE CENTRAL REGISTER (SCR) OF CHECKS**

The Academy will ensure that it complies with statutory requirements for information to be recorded and retained on its SCR of pre-employment checks carried out in relation to employees and workers employed or engaged directly, as well as others who work in regular contact with children, including volunteers.

Generally, the information that will be recorded on these persons is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

- an identity check;
- a check to establish the person's right to work in the United Kingdom;
- a Barred List check;
- an Enhanced DBS check;
- a check of professional qualifications;
- additional checks on people living or working outside the UK;
- for relevant posts, a check to meet childcare disqualification requirements set out in the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009;
- for teaching posts, a prohibition from teaching check.

There is no requirement to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file.

Written confirmation that the necessary pre-employment checks have been carried out will also be obtained from any other Organisations supplying workers and attached to the SCR.

## **15. OTHER RECORD KEEPING AND RETENTION OF PERSONAL DATA**

Data relating to all recruitment and selection processes will be retained for a specified period of time.

### **Retention of Data relating to Unsuccessful Applicants**

All application forms and interview notes and any other documentation used will be securely retained on a recruitment file for a period of one year from the end date of the selection process.

The information will be destroyed in a confidential manner after this period of time.

### **Retention of Data for Successful Applicants**

All application forms, interview notes and any other documentation used will be securely retained on a personnel file. This information forms part of the individual's personal record and on-going employment history.

The personnel file will normally contain the following information:

- Application form
- Other paperwork related to the recruitment process, i.e. Interview and other notes, letters forming part of the process etc
- Offer letter
- Pre-employment vetting documents, i.e. photographic identification, documentation to meet the requirements of the Immigration, Asylum and Nationality Act, Disclosure details (not the full certificate – but see 14. above in relation to short-term retention), documentation to meet the requirements of childcare disqualification legislation (personal and/or personal sensitive data will

not be stored about an employee/worker's other household members without their consent), evidence of right to work and remain in the UK, as relevant and applicable

- Two satisfactory references
- Copy of contract
- Other relevant employment documentation throughout the individual's period of service.
- Details of any allegation(s) against an employee found to be malicious will be removed from the personnel record. However, information relating to any other allegation(s) will be retained in accordance with statutory guidance issued by the DfE (*see below\**).

**The personnel records of all employees will be retained for a minimum of 7 years** after they have left the employment. However, **where an employee has been the subject of an allegation(s)** the record will be retained at least until the accused has reached **normal retirement age or for a period of 10 years if that is longer.**

All personal data will be handled in a confidential manner at all times and retained and disposed of securely.

## **16. INDUCTION**

Induction is an extension of the recruitment process. Good recruitment and selection procedures help to ensure that the best person is appointed to the role, but it is equally important to induct him or her properly on commencement.

- **Newly Qualified Teachers (NQTs)** are required to satisfactorily complete a statutory Induction period. Where applicable, the induction period will be applied in accordance with the relevant Regulations and statutory guidance issued by the DfE.
- **Support Staff** who are 'new employees' will be subject to a 'Probation and Assessment Period' of 6 months not including school holidays for Term Time Only staff. '

## **17. A SAFE CULTURE AND ON-GOING VIGILANCE**

It is never sufficient to assume that a safer recruitment and selection process and robust induction arrangements are enough to ensure that the students are safe and that there is no risk to them within the educational environment. Creation of a safe culture, with ongoing vigilance is essential.

The Academy will continue to strive to create and maintain a safer culture by:

- Having in place, and putting into practice, clear policies and procedures and ensuring that all employees and workers are aware of and understand them.
- Setting acceptable standards of behaviour.
- Having in place clear procedures for reporting concerns, ensuring that all employees and workers know what the procedures are and their responsibility for following them.
- Taking concerns seriously and providing support to individuals raising them. Taking appropriate action in relation to concerns raised.
- Having in place robust and appropriate induction arrangements.
- Ensuring that all employees and workers undertake child protection and other relevant training on a regular basis.
- Keeping the commitment to safeguarding and child protection on the agenda through regular discussion and/or reminders at staff meetings, training sessions etc.

Learning from experience.