

The Kingston Academy



SAFER Recruitment Policy (including Visiting Service Providers and Volunteers)

March 2018

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Safer Recruitment Policy

1. Introduction

The Kingston Academy prevents people who pose a risk of harm to children from working at the school (in any capacity including as volunteers) by having robust recruitment and selection procedures and by ensuring that safe recruitment checks are carried out in line with statutory requirements, as set out in the Department for Education's guidance [Keeping Children Safe in Education \(September 2016\)](#) and that where volunteers have not been checked they are supervised at all times.

Our recruitment process aims to:

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

The Kingston Academy is fully committed to ensuring that the application of this policy is non-discriminatory in line with the Equality Act (2010) and all those involved in the recruitment and selection of staff will ensure all processes are conducted in a fair, objective, professional and timely manner and in compliance with current employment legislation.

2. Inviting applications

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of applicants as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal applicants, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts, paid or unpaid, will include the following statement:

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

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

- Job description and person specification;
- Confidential application form;
- Confidential disclosure form (the form makes it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and that the applicant is required to declare any current or spent convictions, cautions, reprimands, bind-overs or warnings, regardless of how long ago);
- Copies of the school's Safeguarding and Child Protection Policy, Staff Code of Conduct and this Safer Recruitment Policy (copies are available in the policy folder in the Whole School Team Drive, or on the [policy page](#) of the school Website);

All applicants must complete the confidential application form in full, we do not accept CVs in place of the application form. Applicants submitting an application form completed online will be asked to sign

the form if appointed.

It is unlawful for the school to employ anyone who is barred from working with children and it is a criminal offence for any person who is barred from working with children to apply for a position at the school. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, a conditional offer of employment being withdrawn or summary dismissal for gross misconduct if the applicant has been employed, and referral to the police and/or the DBS.

The job description will summarise the duties, responsibilities, content and context of a post. All posts at the school have an element of safeguarding responsibility and this will be reflected in the job description/person specification.

3. Shortlisting

We select all candidates for interview based on their skills, qualifications and experience. Each application form will be carefully considered and applicants will be assessed against the criteria listed in the person specification and job description.

If any applicant has disclosed that they have a disability the school will check whether there are any adjustments required for interview. If an applicant has a disability where they are likely to be at a substantial disadvantage because of working arrangements, then the school is legally required to consider any reasonable adjustments which could be made at the workplace if they were to be appointed.

If the field of applicants is felt to be weak, the post may be re-advertised

4. Previous Employment and References

As part of the application process, we always ask for written information about previous employment history and check that information is not contradictory or incomplete. Any concerns are followed up and must be resolved satisfactorily before an appointment is confirmed. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies and detailed written records will be kept of such exchanges.

We seek references on all short-listed applicants, including internal ones, where possible before interview, so that any issues of concern they raise can be explored further with the referee and taken up with the applicant at interview. The purpose of seeking references is to obtain objective and factual information to support appointment decisions. Requests for references will be accompanied by the job description and person specification and referees will be asked specific questions about:

- their relationship to the applicant;
- details of the applicant's current post and salary;
- the applicant's performance history and conduct;
- whether the applicant has been subject to capability procedures;
- the applicant's suitability for the job applied for and whether they have any reason to believe the applicant is unsuitable to work with children and young people (if so, we will

ask for specific details of the concerns and the reasons why the referee believes the applicant may be unsuitable);

- whether the applicant has been subject to disciplinary action relating to the welfare or safety of children, including where the sanction has expired, and the outcome of this;
- past disciplinary action, details of any unsubstantiated allegations or concerns about the applicant relating to the safety and welfare of children;
- the applicant's suitability for the post with explicit reference to the job description and person specification.

If the applicant is employed, one referee must be connected to the applicant's current employer and if an applicant for a teaching post is not currently employed as a teacher, we will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving (we may also choose to carry this out for non-teaching posts).

We always request references directly from the referee and open references or testimonials from the applicant or references from family members are not accepted. References must be on headed notepaper and signed. Once references have been received the referees may be contacted by telephone to authenticate them. All references are checked on receipt to ensure that:

- all specific questions have been answered fully and satisfactorily and
- there are no discrepancies with the information provided by the applicant on their application form.

The referee will be asked to provide any further clarification required and all discrepancies or anomalies are followed up with the referee and/or applicant and a detailed written note will be kept of such exchanges. We consider carefully any information about past disciplinary action or allegations when assessing a applicant's suitability for a post (including information obtained from the Teacher Services' checks).

5. Selection Procedures

Selection procedures will be the same for all short-listed applicants and will be determined by the nature and duties of the post and may include activities such as teaching a lesson, a written task or a presentation in addition to an interview. Interviews will always be face-to-face (and may be via visual electronic link where reasonably required, for example if the applicant is currently based overseas). The selection panel will receive feedback from any activities that have taken place.

Applicants invited to interview will receive a letter confirming the interview and any other selection techniques and details of the panel members.

Interview questions will be aimed at obtaining evidence of how each applicant meets the requirement of the job description and person specification and each applicant will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and the process will give all applicants an equal chance to demonstrate their suitability for the job. Supplementary questions can be asked of applicants based on responses during the interview and also any questions which arose from the application form and from other selection methods used on the day. The selection procedure will always include at least one safeguarding interview question and/or task.

Applicants will always be required:

- To explain satisfactorily any gaps in employment;

- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel;
- To declare any information that is likely to appear on a DBS disclosure;
- To demonstrate their understanding of safeguarding issues and capacity to safeguard and protect the welfare of children and young people.

The interview will include a discussion of any convictions, cautions or pending prosecutions, allegations or disciplinary action that the applicant has declared and are relevant to the prospective employment.

Any disability which may affect the role will be addressed positively and discussed during the interview. The panel will discuss with the applicant during the interview, what reasonable adjustments would be required in order to fulfil the post.

Applicants will have the opportunity at the end of the interview process to ask questions about the job or the school. The Chair of the panel will ensure the applicants are aware of the decision making timescales and how decisions will be communicated.

6. The Selection Panel

The selection panel will comprise at least three members and for an appointment to the Senior leadership Team will include at least one trustee.

Every panel will always include at least one person who has completed Safer Recruitment training within the last three years. This person will ensure safeguarding is covered during the interview.

Any person on the selection panel who has any interest in, or is related to, any of the applicants will declare that interest or relationship prior to the interviews commencing, so that all the other members of the interviewing panel are aware of it. If appropriate that person will be removed or replaced on the selection panel.

7. The appointment and pre-employment checks

The Chair of the appointment panel will make a verbal offer of the post to the successful applicant. If they accept they are then sent a formal offer which states that their appointment is subject to:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the Trust's standard terms and conditions of employment;
- satisfactory references (where for any reason these were not taken up at the short listing stage) and satisfactory medical and DBS disclosure checks; and
- satisfactory completion of the other pre-employment checks set out in section 8 below (that have not already been completed.)

Unsuccessful applicants are informed and may be offered a debrief on their performance.

8. Pre-employment Checks

We will always:

- verify an applicant's identity (from original documents);
- obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity);

- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verify the applicant’s mental and physical fitness to carry out their work responsibilities;
- verify the applicant’s right to work in the UK;
- if the applicant has lived or worked outside the UK for a significant period , make any further checks to ensure that any relevant events that occurred outside the UK can be considered (this will include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teacher Services’ system and reference will be made to the Home Office guidance on criminal record checks for overseas applicants and the DfE guidance on the employment of overseas-trained teachers). As a minimum requirement these checks will be carried out for any period the applicant was living or working outside the UK for longer than 3 months during the last 5 years, but where reasonably required checks may be made in respect of a shorter period or a period going further back in time);
- verify professional qualifications (from original documents) which the school deems a requirement for the post;
- check that an applicant taking up a management position is not subject to a section 128 direction made by the Secretary of State;
- use the Teacher Services’ system to ensure that an applicant to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State.

All checks will be:

- followed up if they are unsatisfactory or if there are any discrepancies in the information received;
- documented and retained on the personnel file;
- recorded on the school’s Single Central Record.

Applicants are required to produce the original DBS certificate before taking up their post or as soon as practicable afterwards. If there is a delay in receiving a DBS check the head teacher has the discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a separate barred list check, have been completed and once a risk assessment has been completed and appropriate supervision has been put in place. (These measures are recorded on the Single Central Register (SCR) and evidence maintained in the employee’s HR file).

Following an offer of employment all applicants are requested to complete a medical questionnaire and where appropriate a doctor’s medical report may be required. This information will be reviewed against the job description and the person specification for the particular role. The Trust is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

Employment will commence subject to all checks and procedures being satisfactorily completed.

9. Recruitment of ex-offenders

All positions within The Kingston Academy are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered “spent”, when applying for a position at the school. Failure to

reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct.

All information given by applicants will be treated in the strictest confidence. Access to the information given will be restricted to those with legitimate need to see it as part of the recruitment process.

If an applicant has a criminal record this will not automatically bar them from employment within the school. Each case will be considered fairly, on its own merits and particular circumstances including the background and nature of the offence(s) and following an evaluation of all risk factors. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position and undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

In the event that a DBS disclosure is obtained relating to a potential trustee, the matter will be referred to the Chair of the Trust Board.

If an applicant wishes to dispute any information contained in a disclosure, they can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the school may, where practicable and at the discretion of the head teacher, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

As an organisation which uses the Disclosure and Barring Service (DBS) to help assess the suitability of applicants, we comply fully with the DBS [Code of Practice](#) and undertake not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

10. Retention and security of DBS disclosure information

We comply fully with the DBS [Code of Practice](#) regarding the correct handling, use, storage, retention and disposal of DBS certificates and certificate information. We also comply fully with our obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

Where there are no disclosures we do not keep a copy of the certificate. We do keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken on the Single Central Register and on the personnel file.

Where there are disclosures, a copy of the certificate and any certificate information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties (and a record will be kept of all those to whom certificate information has been revealed). We are aware that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Once a recruitment (or other relevant) decision has been made, we do not keep a copy of the certificate or certificate information for any longer than is necessary. This is generally for a period of up to six months from the date the certificate was received, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Once the retention period has elapsed, we will ensure that any DBS certificate and certificate information is immediately destroyed by secure means, save that where recruitment is successful, we will keep a record of the date of issue of the certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken on the Single Central Register and on the personnel file.

11. Staff Induction

All staff who are new to The Kingston Academy will receive induction training that will include the school's safeguarding procedures and expectations regarding staff conduct and behaviour as set out in the Safeguarding and Child Protection policy, Staff Code of Conduct and ICT Acceptable use Agreement (copies are available in the policy folder in the Whole School Team Drive or on the [policy page](#) of the website).

12. Single Central Record

We keep a single central record covering all staff who work at the school, including supply staff and trainee teachers on salaried routes (see sections 13 and 14 below) and the trustees of The Kingston Educational Trust, recording whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained and the identity of those making the check:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate including the reference number, date obtained and details of who obtained it;
- a prohibition from teaching check;
- a section 128 check (for management positions);
- further checks on people who have lived or worked outside the UK as appropriate,
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom.

The single central record also records dates of recruitment and references.

Where checks are carried out on volunteers, we record this on the single central record, see section 15 below.

13. Supply and other staff employed by another organisation

We always obtain written notification from any agency, or third party organisation or visiting service provider that they have carried out the checks on an individual who will be working at the

school (including in the provision of after school activities) or with pupils during off-site school activities that the school would otherwise perform. Where the position requires a barred list check, this must have been obtained by the agency or third-party prior to appointing that individual. Details are recorded in the Single Central Record.

In respect of supply staff, a copy of an enhanced DBS certificate must be produced to the school.

We always check from photo ID (such as a passport or driving licence) that the person presenting themselves for work is the same person on whom the checks have been made.

14. Trainee/student teachers

Where applicants for initial teacher training are salaried by the school we will ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks and we will obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. We always check from photo ID (such as a passport or driving licence) that the person presenting themselves for work is the same person on whom the checks have been made.

15. Volunteers

We recognise that our school will benefit greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

One-off and supervised activities

Where volunteers are involved in one-off and/or fully supervised activities no formal checks or induction will be carried out and they will be not be left alone with pupils and will be kept under the constant supervision of school staff. These volunteers will wear a red visitor lanyard.

Trips

An enhanced DBS Certificate must be obtained with barred list check for all volunteers accompanying pupils on trips.

Regular basis (or overnight trip)

Where volunteers will be working with pupils in school on a regular and unsupervised basis (or accompanying pupils on an overnight trip):

- identity checks will be carried out;
- qualifications will be checked (where relevant);
- references will be requested to confirm their suitability to work in the school;
- an enhanced DBS Certificate must be obtained with barred list check ;
- the parameters of their role will be clearly defined from the outset in order to avoid any misunderstanding and each volunteer will be linked with a specific member of staff to whom they will be directly responsible.

Under no circumstances will a volunteer in respect of whom checks have not been completed be left unsupervised.

Once checks have been completed volunteers will wear blue visitor lanyards whilst in school, so that all members of staff know they have been cleared.

Volunteers will be inducted and made aware of the school's safeguarding processes and expectations with regard to conduct and behaviour and access to information related to pupils and/or staff and confidentiality.

16. Review

This policy will be reviewed by a member of the Senior Leadership Team and by Kingston Educational Trust's Pupil Welfare and Community Committee at least every three years or sooner to reflect any changes to legislation and statutory guidance.

Date of next Review: March 2021

Date: 12 March 2018

Signed:

Sue Conder, Chair Pupil Welfare and Community

Sophie Cavanagh, Head teacher