



Chawson First School

Safer Recruitment and Selection of Staff

Policy Statement

March 2024

Chawson First School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.

The above statement or equivalent is included in all job advertisements and candidate information packs. The recruitment process seeks to establish the commitment of candidates to support the school's measures to safeguard children and to deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

The Safer Recruitment process:

Those responsible for recruitment will ensure that they will follow the recruitment checklist document (see appendix 1) when carrying out a recruitment. This includes the following:

- Clearly reviewing the vacancy and time set aside for planning and structuring the process.
- Having a clear job description and person specification for every post within the school, which state the boundaries and expectations of the role and include a statement of the post-holder's responsibility for safeguarding.
- Clear messages about safeguarding are sent to candidates from the outset. All recruitment documentation, starting with the job advert, will include an explicit statement confirming the school's commitment to the safeguarding of children and young people, as well as the requirement for successful applicants to undertake a Disclosure & Barring Service (DBS) check.
- Worcester County Council application forms are used, not CVs. These application forms have specific questions relating to safer recruitment.
- Two staff will complete the short-listing process.
- When a candidate is short listed, they will be asked to complete a Worcester County Council 'Pre-Interview DBS Self-disclosure for Shortlisted Candidates only'.
- Appropriate online searches are undertaken on all shortlisted candidates, for safeguarding suitability, as part of the due diligence.
- As a minimum, the selection process involves a face-to-face interview and where possible another appropriate method (role-play, presentation, teaching a lesson, participating in activities with children under observation, etc.).
- Pupils should be involved in the recruitment process in a meaningful way. Observing short listed candidates and appropriately supervised interaction with children is common and recognised as good practice.
- Probing questions are asked at interview to assess candidates' motives, attitudes and behaviours, as well as skills and experience, including questions that cover safeguarding issues. These will include
 - Motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people.
 - Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.
 - Relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.

- Probing any gaps in employment or where the candidate has changed employment or location frequently.

What is said at interview can form part of a contract of employment.

- All information considered in decision making will be clearly recorded along with decisions made.
- It is ensured that panel members are familiar with the principles of Safer Recruitment. At least one member of the panel will have undertaken Safer Recruitment training, On-line training is available via the DfE at <https://www.saferrecruitmentconsortium.org/> and is also often provided through the Worcestershire Children's First or the Worcestershire Safeguarding Children Partnership. Some schools may use the NSPCC training- (<https://learning.nspcc.org.uk/training/safer-recruitment>)

The Appointment process:

Elements of the appointment process (See appendix 2) will be led by the office manager but monitored by a designated member of SLT. It will include:

- An enhanced DBS (including children's barred list information) will be obtained prior to employee's commence work.
- Where DBS clearance has not yet been received, it is only possible for the new employee to commence work as long as the DBS has been applied for, a risk assessment has been undertaken **and** they are supervised and monitored, pending receipt of a satisfactory DBS certificate.
- Disqualification by association if the member of staff will be working directly with nursery or reception children.
- References (see further information below)
- Medical form.
- Next of kin information.
- ID, address check and bank details
- Qualifications and verification of professional status (where relevant) will be required at interview.
- For teaching positions, a check will be made to ensure they are not subject to a prohibition order. Checks for all prohibitions, sanctions and restrictions can be carried out by logging onto the Secure Access/DfE Sign-in Portal via the Teacher Services' web page.
- Where a candidate has lived or work outside of the UK, further additional checks, as appropriate, will be carried out. (see additional information below)

References

- Worcester County Council reference forms will be used.
- Two satisfactory references are obtained before interview wherever possible, which include specific enquiries about the applicant's background in relation to safeguarding, and it is ensured that references are given proper weight and consideration in the selection process.
- Two references will have been obtained by school before a job offer is confirmed. References will be scrutinised for discrepancies, anomalies and gaps in employment.
- It is essential that one of the references is from the most recent employer and have been completed by a senior person. References need to relate to ability to perform the job in question. References must be written in relation to the specific position applied for and not open, "To whom it may concern". Under no circumstances will it be acceptable for a candidate to commence their employment prior to the receipt of satisfactory references and any offer of employment will be conditional upon this.
- Ensure electronic reference originate from a legitimate source.
- Contact will be made with referees to clarify content where information is vague or insufficient information is provided.
- Any offer of employment should be conditional upon receipt of satisfactory references, which should be received before the start of employment.

The induction process

An induction will be completed for any member of staff joining Chawson First School (see appendix 3). This will be completed by a designated member of SLT but monitored by the Headteacher or DSL.

An induction will include the following:

- Details of safeguarding training
- Policies to be issued and read
- Door access and ICT login/email given
- Specific details for teacher and teaching assistant induction to ensure they are best prepared for their new role.

Single Central Record

The single central record must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained. This includes all staff including teacher trainees on salaried routes, agency and third party supply staff who work at the school.

The bullet points below set out the minimum information that must be checked and recorded-

- an identity check
- a barred list check
- an enhanced DBS check/certificate
- a prohibition from teaching check
- on-line search (Teachers and TAs)
- further checks on people who have lived or worked outside the UK
- a check of professional qualifications, where required
- a check to establish the person's right to work in the United Kingdom.

The details of an individual should be removed from the single central record once they no longer work at the school.

Other school staff/stakeholders

Governors - The school reassures itself as to the identity of new school governors; the school requests all governors to obtain an enhanced DBS check, complete the Disqualification by Association form and provide two references. Schools should also carry out a section 128 check for school governors, because a person prevented from participating in the management of an independent school by a section 128 direction, is also disqualified from being a governor of a maintained school. The free Employer Secure Access sign-in portal via the Teaching Regulation Authority (TRA) Teacher Services webpage can be used for this.

Trainee/Student teachers - Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

DBS and ID will be shown on first visit and recorded on SCR.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. There is no requirement for school to record details of fee-funded trainees on the single central record however we will record this information under non-statutory information. An induction will be completed on their first day of placement. (See appendix 4)

Work experience - Work experience students 16 or over will require an enhanced DBS check due to engaging in regulated activity related to children. Written confirmation will be obtained from their school/college to confirm placement is required. An induction will be completed on their first day of placement. (See appendix 4)

Supply staff - The school will have confirmation in writing from any Supply Teaching Agencies that it uses that the correct checks have taken place. It is understood that those supply teachers who are listed on the L.A.s supply list will have appropriate clearance. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Outside agencies - School will carry out identity checks to confirm that any individual representing an outside agency is actually from the agency; by checking photo identification, by ensuring they are known to a member of staff at the school as being a representative of the agency, checking the name of the person against known agency representatives, or phoning the agency to check identity and the expectation that they would be visiting the school.

Contractors - Where schools and colleges use contractors to provide services, they should set out their safeguarding requirements in the contract between the organisation and the school or college.

Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).

For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required. In cases where the contractor does not have opportunity for regular contact with children, schools and colleges should decide on whether a basic DBS disclosure would be appropriate.

Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

If an individual working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Schools and colleges should always check the identity of contractors on arrival at the school or college.

Volunteers including PTA - A volunteer checklist (see appendix 5) will be completed and stored in the Deputy Headteachers office. Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Schools or colleges should obtain an enhanced DBS check (which should include children's barred list information) for all volunteers who are new to working in regulated activity with children, i.e. where they are unsupervised and teach or look after children regularly, or provide personal care on a one-off basis in schools and colleges. Employers are not legally permitted to request barred list information on a supervised volunteer, as they are not considered to be engaging in regulated activity.

Two references will need to be provided. (character references)

Volunteers engaging in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information) unless the school or college have any concerns.

Overseas staff - Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, any further checks will be made where appropriate, so that any relevant events that occurred outside the UK can be considered. These checks could include, where available:

Following the UK's exit from the EU, schools and colleges should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

These checks could include, where available:

- criminal records checks for overseas applicants - Home Office guidance can be found on www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants and for teaching positions
- obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach.

Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the <https://ec.europa.eu/growth/tools-databases/regprof/>

Applicants can also contact the UK Centre for Professional Qualifications <https://www.ecctis.com/> who will signpost them to the appropriate EEA regulatory body.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

Where this information is not available, schools and colleges should seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, schools should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

Further information can be found in DfE Guidance: <https://www.gov.uk/guidance/recruit-teachers-from-overseas>.

Not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. Schools and colleges should also be mindful that the criteria for disclosing offences in other countries often have a different threshold than those in the UK.

The Home Office provides guidance on criminal records checks for overseas applicants which can be found on www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

Some overseas qualified teachers can apply to the TRA for the award of qualified teacher status (QTS) in England. More information about this is available <https://www.gov.uk/guidance/qualified-teacher-status-qts>. Please note that holding a teaching qualification (wherever it was obtained) does not provide suitable assurances for safeguarding purposes that an individual has not been found guilty of any wrongdoing or misconduct, and or is suitable to work with children.

Existing staff - If a school or college has concerns about an existing staff member's suitability to work with children, the school or college should carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at the school or college moves from a post that was not regulated activity into work which is considered to be regulated activity, the relevant checks for that regulated activity must be carried out. Staff will also be asked to complete an annual safeguarding declaration which will be held on personal files and monitored by the DSL.

Alternative provision - Where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider meets the needs of the pupil.

Schools should obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those checks that the school would otherwise perform in respect of its own staff.



RISK ASSESSMENT - CONSIDERATION OF COMMENCEMENT OF EMPLOYMENT PRIOR TO DBS CLEARANCE

Name of person completing the form (SLT member):

Proposed post title of candidate:

Date of risk assessment:

Reasons for considering commencement of employment prior to receiving clearance:	Consequences (to service delivery) of waiting for clearance:	Level of access during “waiting period” (include level of access on own with children):
Supervision arrangements during “waiting period” and any other monitoring arrangements/ control measures:	Pre-employment checklist: Has the employee left employment? Medical clearance received? Asylum & Immigration check completed? DBS application form completed? Qualifications verified? Two references satisfactory for our purposes obtained? Satisfied with general background & Employment history checks? *Declared convictions spent /unspent on app form? *Declared convictions spent/ unspent at interview?	Previous DBS clearance & positive disclosures: Is a previous disclosure certificate available? If Yes: Has it been seen by you? What is its date? _____ Disclosure Number: _____ *Positive disclosure(s) on DBS? *If Y is it relevant to post / pose risk of harm?

Prospective Employee Declaration

The information I have provided during this risk assessment is a true and accurate record. In signing I am confirming that I have no reason to believe that any information, other than that already provided, will be disclosed on the disclosure certificate issued by the Disclosing and Barring Service:

Signed by Prospective Employee: _____

HIGH

or

MEDIUM

or

LOW

Assessment of Risk following control measures:

- 1) This prospective employee will not commence work prior to satisfactory clearances.
- 2) Following risk assessment, I have determined that the above named may commence employment with the identified control measures. I undertake to personally review this situation at intervals of no less than every two weeks.

Signed by Senior Leader: _____ Date: _____ Review Dates: _____

Signed by Head Teacher (Approval): _____ Date: _____

Appendix 1-

Chawson First School Recruitment checklist



Role.....

Contract type..... (permanent/casual/fixed term)

Action	Notes	SLT lead to complete- Date Completed/Received
Review Vacancy		
Identify appropriate job description		
Identify appropriate person specification		
Write advert	(see proforma)	
Panel decided and dates for shortlisting, interview set.		
Prepare candidate information pack	Advert Job description Person specification Application form	
Place advert	WM jobs School website Facebook if appropriate- school and spotted Droitwich	
Receive applications	Office to hold applications until short listing Print for the SLT member at close of applications	
Shortlisting	2 staff to complete process (see record form)	
Prepare for interview	Questions, tasks.	
Timetable interview day/s	Let staff know if children involved Book a space in school	
1 week prior to interview day-		
Letter inviting successful candidates to interview	Written	
	Sent to candidates- email and posted	
	Confirmation from candidates that they can attend.	
	Office to check 3 days ahead that all have replied	
Pre-interview self-declaration form to short listed candidates and returned	Review by SLT prior to interview	
Online search	Completed by a member of SLT not on the interview panel. See online search check sheet	
Seek references	Deadline for interview day	
Interview and review of references	Applicants to sign application form if received electronically	

	(see interview record form if required)	
Keep interview records in main school office	Successful candidates- personnel file Unsuccessful candidates kept for 8 months- shredding date in office task diary	
Verbal offer	(subject to pre-employment checks)	
Feedback to unsuccessful candidates		
Written offer letter	(see proforma)	
Written acceptance received from candidate		

This form will remain in the personal filing cabinet (top draw) with the online check sheet once completed with a date for secure disposal of 8 months.

Appendix 2-

Chawson First School Appointment Checklist



Staff Name:

Role.....

Initial Contract Details Start Date.....

Action	Notes	Date Completed/Received	SLT Check
Once written acceptance has been received			
Start Personnel Folder	Include documents from interview: Job application Record of questions asked at interview Offer letter and written acceptance		
2X References	References signed by SLT		
Enhanced DBS Check	Reference Number:	Pack given- Evidence seen- School system- Received-	
Issue Internal Employment Documentation	Disqualification by Association Next of Kin Declaration of interests Bank details Health form		
Photo ID Check	Signed by SLT and kept on file		
Address Check	Signed by SLT and kept on file		
Qualifications Check	For Teachers (QTS) and Pre-school TA jobs- Copies of certificates made and signed by SLT		
Right to work in the UK verified	Evidence collected.		
(Further Checks if worked outside ok UK)			
Prohibition /QTS check (teachers only)	On Dfe Sign in. Screen shot capture		
Once DBS has been received (and all of the above is satisfactory)			
Instruct contract to be set up	Copy of New Appointment form checked and signed by SLT prior to sending.		
Send contract instruction and info to Liberata	New appointment form, health declaration and bank details.		
Medical Declaration	SLT to see and sign.		
Issue Job Description	Job description issued and signed by employee Signed by SLT Copy given to employee Copy given on file		
SIMS	All staff Details Inputted onto SIMS		
SCR	Employee details entered onto SCR including online check		

Claim Teacher on DFE			
Staff email set up			
SLT To sign off on all of the above.			

This form will remain in the staff folder once completed.

Appendix 3-

Chawson First School Induction checklist



Staff Name:

Role.....

Contract type..... (permanent/casual/fixed term)

Action	Notes	Date Completed/Received
Tour		
Introduction to wider school staff		
Safeguarding training - Interim training where necessary (NSPCC) - In school training - Evidence from previous setting of appropriate training	Information/evidence held by DSL: either record of training or evidence from previous setting Information recorded on spreadsheet	
Prevent training link given: http://course.ncalt.com/ChannelGeneral_Awareness/01/index.html	DSL to have received the certificate generated from the online training	
Issued with staff handbook and staff code of conduct.	Code of conduct signed and returned	
Issued with and read safeguarding policies - Safe Working Practice for Staff in Education Settings - Chawson Dress code - Keeping Children Safe in Education Part 1: current - Chawson Safeguarding Policy - Child on child policy and risk assessment - Prevent policy risk assessment and policy - Behaviour Policy - Anti-bullying Policy - Online safety policy - Acceptable use document	Signature to demonstrate that documents have been read must be checked by DSL and kept in personal file.	
Issued with and read health and safety information: - Fire emergency evacuation policy - Health and Safety handbook - Premises and activity risk assessments	Signature to demonstrate that documents have been read must be given to Headteacher to sign and then kept in personal file	
Issued with a read school wide policies: - Assessment - Curriculum - Marking - Teaching and learning	Signature to demonstrate that documents have been read must be kept by Headteacher.	

Door access		
ICT login/email		
School calendar shared		
Teacher specific:		
Class handover		
TA introduction		
Maths training- maths lead		
Reading training- reading lead		
Planning meeting		
Assessment meeting		
SEN meeting- SENCO		
Class medical needs and procedures		
Teaching assistant specific:		
Role of a TA induction- • Group work • Support individuals • Marking • Behaviour management • Learning objective/success criteria • Safeguarding role		
Class handover		
SEN meeting- SENCO		
Liberata claiming hours information		

This form will remain in the staff folder once completed.

Appendix 4-

Chawson First School Student checklist



Name:

Action	Date Completed/Received
Initial meeting/discussion with a member of SLT for an introduction to the school inc tour of key areas	
Next of kin details recorded and sheet put in Student/volunteer folder- Deputy office	
Issued with volunteer/student handbook which includes: <i>(email)</i> ➤ Child protection explained ➤ Behaviour policy explained ➤ Student/Volunteer code of conduct seen and signed	
Made aware of health and safety arrangements: • Employee Health and Safety Handbook <i>(email)</i> • Health and Safety information sheet • 'In Case of Fire' leaflet	
Safeguarding volunteer leaflet given and explain in detail including key staff to be aware of. Induction Intro training PowerPoint slides given for additional reference.	
Identity check (Photo ID if DBS already in place)	
Students 16 or over-Show DBS (if not already held by the office)	
Completed disqualification by association form (reception only)	
Written confirmation obtained from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.	
Class/days and times confirmed	
Start date arranged and shared with Class teacher	

This form will remain in the student/volunteer folder in the Deputy's office once completed.

Appendix 5-



Chawson First School Volunteer checklist

Name:

Action	Date Completed/Received
Initial meeting/discussion with a member of SLT for an introduction to the school inc tour of key areas	
Volunteer form completed	
Next of kin details recorded and sheet put in Student/volunteer folder- Deputy office	
Issued with volunteer/student handbook which includes: <i>(email)</i> ➤ Child protection explained ➤ Behaviour policy explained ➤ Student/Volunteer code of conduct seen and signed	
Made aware of health and safety arrangements: • Employee Health and Safety Handbook <i>(email)</i> • Health and Safety information sheet • 'In Case of Fire' leaflet	
Safeguarding volunteer leaflet given and explain in detail including key staff to be aware of. Induction Intro training PowerPoint slides given for additional reference.	
Identity check (Photo ID if DBS already in place)	
Show DBS (if not already held by the office)	
Completed disqualification by association form (reception only)	
References requested	
References received and checked (including authentication if required)	
Class/days and times confirmed	
Start date arranged and shared with Class teacher	

This form will remain in the student/volunteer folder in the Deputy's office once completed.