



'We want every child to be happy, caring and successful.'

SAFER RECRUITMENT AND RETENTION POLICY

Introduction

We are committed to safeguarding children and promoting the welfare of children and young people and we expect all school personnel and volunteers to share in this commitment.

We are aware that 'governing bodies and proprietors create a culture that safeguards and promotes the welfare of children in their school or college. As part of this culture, it is important that they adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.' (Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges DfE, 2023).

We believe that by creating a culture of safe recruitment by undertaking robust and rigorous processes we will deter, reject or identify people who might abuse children from gaining positions within the school and thereby ensure that the workforce is fully committed to the safe welfare of children.

We ensure that at least one member of the school personnel who conducts an interview has completed safer recruitment training. All decisions about the suitability of a prospective employee are based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with references and interview information.

We understand that there are the types of DBS checks:

- **Basic DBS check** – this provides details of convictions and conditional cautions considered to be 'unspent' under the terms of the Rehabilitation of Offenders Act 1974.
- **Standard DBS check** –this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC), regardless or not of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out.
- **Enhanced DBS check** – this provides the same information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC) as a Standard DBS check, plus additional information held by the police such as interviews and allegations. Additional information will only be disclosed where a chief police officer reasonably believes it to be relevant and considers that it ought to be disclosed. The position being applied for/or activities being undertaken **must** be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and by provisions in the Police Act 1997 (Criminal Records) Regulations 2002.
- **Enhanced DBS check with children's barred list information** – where people are working or seeking to work in regulated activity relating to children, this allows an additional check, to be made, about whether the person appears on the children's barred list, along with a check of the Police National Computer records plus additional information held by the police as above. The position being applied for, or activities

being undertaken, **must** be eligible for an enhanced DBS check as above and be for a purpose listed in the Police Act 1997 (Criminal Records) (No2) Regulations 2009 as qualifying for a barred list(s) check. In addition, this check **can** also include information as to whether an individual is subject to a section 128 direction. However, they have to use specific wording in the position applied for field (see paragraph 259 KCSIE 2023).

We are aware the DBS:

- maintains barred list of individuals who are unsuitable to work with children and vulnerable adults;
- will send a DBS certificate to the applicant once the checks are complete. The applicant must show the original certificate to their potential employer before they take up post or as soon as practicable afterwards

Under no circumstance will we allow any individual to carry out any form of regulated activity if we know or have reason to believe that that individual is barred.

We ensure that we maintain a **single central record** (in electronic form) of pre-appointment checks (single central record) and covers all school personnel, including teacher trainees on salaried routes, agency and third party supply staff who work at the school.

The single central record will record that the following checks have been carried out or certificates have been obtained, and the date on which check has been completed:

- | | |
|--|---|
| ▪ Identity check | ▪ Check of professional qualifications |
| ▪ Barred list check | ▪ Check to establish the person's right to work in the UK |
| ▪ Enhanced DBS check | ▪ Section 128 check for Governors |
| ▪ Prohibition from teaching check | ▪ Online check |
| ▪ Further checks on people who have lived or worked outside the UK | |

We ensure for agency and third-party supply staff written confirmation is received from the employment business supplying the member that stipulates all relevant checks, appropriate certificates, confirmation dates and enhanced DBS certificates are in place.

We are aware that from 1 January 2021 the Teacher Regulation Agency will no longer maintain a list of European Economic Area teachers with sanctions.

We understand that we must make any further checks that we think appropriate on applicants that have lived or worked outside of the UK, with those applicants providing proof of their past conduct as a teacher issued by their regulating authority in the country they worked.

We realise that the majority of school appointments is for personnel who will be responsible for the care and supervision of children on a regular basis such as teaching, training, instructing, caring for or supervising children; or carrying out paid or unsupervised unpaid work but in contact with children; or engaging in intimate or personal care or overnight activity is known as regulated activity and as part of the process of safe

recruitment all prospective employees will need to have an enhanced DBS check with barred list information.

An enhanced DBS certificate without a barred list check is required for all other staff who have regular contact with children but are not engaging in regulated activity.

Under no circumstances will we allow any individual to carry out any form of regulated activity if it comes to our attention that they have been barred.

Also, we are aware that we have a legal requirement to make a referral to the DBS where we have removed an individual from regulated activity (or would have removed an individual had they not left), and we believe the individual has:

- engaged in relevant conduct in relation to children and/or adults, and/or
- satisfied the harm test in relation to children and/or vulnerable adults, and/or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

(Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2023))

We have a duty to ensure that all volunteers in regulated activity must have an enhanced DBS certificate with barred list check. We will not allow any volunteer to work unsupervised with children or work in regulated activity without the necessary checks.

However, a supervised volunteer 'who regularly teaches looked after children is not in regulated activity.'

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or belief, sexual orientation or disability. Also, we will take no account of an applicant's membership or non membership of a trade union.

We intend to deter prospective applicants and to identify and reject applicants who are unsuitable to work with children – see safeguarding statement on all advertisements. Existing employees, employees on fixed or temporary contracts will be invited to apply.

We expect all applicants to declare whether they are in a close relationship with any employee, worker, volunteer, governor or anyone else connected with this school as we wish to encourage and promote an open and transparent recruitment process.

We believe our recruitment and selection process is systematic, efficient, effective and equal.

We are aware that schools are finding it difficult to recruit and retain teaching staff, support staff and school leaders. We recognise that recruiting and retaining the right staff is at the centre of providing a quality learning experience for pupils.

We understand that besides low pay, high workload and stress teachers' also decide to leave the profession because of other factors such as teaching performance resulting in the involvement of the senior leadership team (SLT), feeling undervalued or a behavioural incident involving pupils and parents/carers.

We aim to retain and further develop high quality teaching and support staff to ensure quality learning experiences for pupils by reducing unproductive or unnecessary teacher workload associated with marking, planning or tracking pupil progress that does not contribute to the raising of pupil standards. Also, we need to ensure that we deal with all other issues in order to retain school personnel.

We recognise the importance of ensuring all school personnel enjoy a reasonable balance between their working life and their out of school commitments and interests. It is not in the interests of either the school or the individual for any employee to work excessively without complementary rest or recreation. We are committed to ensuring that positive steps are taken to promote a healthy work-life balance for all school personnel.

We recognise the importance of promoting and supporting the health and well-being of all school personnel as we wish to improve morale, job enrichment, the quality of work life and the continuous improvement of educational achievement.

We aim to promote from within whenever possible in order to give staff a clear path of advancement. In exceptional circumstances such as a job offer from another school, we will consider providing incentives to retain the right staff.

We work hard to create and maintain a skilled, balanced, conscientious, diverse and committed staff that reflects the diversity of the local community.

We as a school community have a commitment to promote equality. We believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Aims

- To ensure compliance with all current guidance from the Department of Education and other legal requirements.
- To ensure the practice of safe recruitment of school personnel and volunteer helpers.
- To recruit and retain the right school personnel in order to provide quality learning experiences for pupils.
- To have in place a single central record of pre-appointment checks (single central record).
- To ensure that a fair and legal recruitment procedure is in place.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- the responsibility of ensuring that the safe recruitment process complies with all current guidance and legal requirements;
- the responsibility of considering the retention of staff;
- in place a single central record;
- delegated certain powers and responsibilities to the Headteacher to oversee compliance with current guidance and legal requirements;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to:
 - ☐ visit the school regularly;
 - ☐ work closely with the Headteacher and the school business manager
 - ☐ ensure this policy and other linked policies are up to date;
 - ☐ ensure that everyone connected with the school is aware of this policy;
 - ☐ attend training related to this policy;
 - ☐ report to the Governing Body every term;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- promote the safeguarding and welfare of children;
- ensure the school operates safe recruitment procedures;
- organise safe recruitment training for school personnel involved in recruitment;
- all appointment panels to include one person who has successfully passed safe recruitment training;
- maintain a single central record (in electronic form) and ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
- be aware of the types of DBS checks;
- be aware of the teacher prohibition orders that prevent a person from carrying out teaching work;
- ensure contractors and agencies comply with this policy;
- undertake appointments of school personnel and volunteer helpers other than appointments to the leadership group;

- ask the Governing Body to consider a case for retaining any member of staff regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation;
- look at ways with the SLT to retain valued school personnel by considering the following:
 - ☐ Reducing workload as much as possible by ensuring that workload is regularly reviewed and discussed with all school personnel.
 - ☐ Improving in-school support for teachers by reducing feelings of pressure in terms of scrutiny, accountability and workload from the SLT.
 - ☐ Looking at ways to ensure greater progression opportunities.
 - ☐ Improving work life balance and working conditions by considering introducing flexible working and part-time contracts.
 - ☐ Allowing teachers more freedom to mark and plan.
- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Safe Recruitment Procedure

When a post becomes vacant or is created then the following procedure takes place:

▪ Job and Person Specification

- ☐ For every vacancy a job and person specification will be written and approved by the governing body.

▪ Job advertisement

- ☐ Posts will be advertised either internally or externally
- ☐ The vacancy will be advertised in the following ways:
 - internally
 - local press
 - national press such as TES
 - other teacher publications
- ☐ All advertisements for posts will state:
 - that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory Disclosure and barring Service (DBS) disclosure (with a Barred List check);
 - the safeguarding responsibilities of the post as per the job description and personal specification;
 - whether the post is exempt from the:

- Rehabilitation of Offenders Act (ROA) 1974; and
- ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)).

▪ **School and job information pack**

- ☐ All interested applicants will be provided with an application form, job description and person specification, the most recent inspection report, and copies of the Safeguarding and Safe Recruitment Policies.
- ☐ All applications will be acknowledged within two weeks.

▪ **Short Listing and References**

- ☐ Short listing will be undertaken by the appropriate sub-committee.
- ☐ All applications will be looked at.
- ☐ Applicants will be short listed for the post if they suit the job description and person specification.
- ☐ Immediately after short listing references will be sent for those candidates short listed.
- ☐ All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children.
- ☐ All references will be checked for consistent information.
- ☐ As part of the shortlisting process, an online search will be considered on each of the shortlisted candidates. This may help identify any incidents or issues that have happened and are publicly available online.
- ☐ Any incident or issue that may have been found may be discussed further on interview which will allow the candidate the opportunity to give a full detailed explanation.
- ☐ The candidate will be asked to clarify any highlighted discrepancies.
- ☐ We will inform those shortlisted immediately after the short-listing process has taken place. Unsuccessful applicants will also be informed.
- ☐ Shortlisted candidates will be sent:
 - detailed documentation of the interview process
 - directions to the place of interview
- ☐ Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs.
- ☐ All unsuccessful applicants will be notified shortly after the short listing has taken place and any documentation provided returned to them.

▪ **The Interview**

- ☐ On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.
- ☐ The interview will consist of a formal interview and relevant activities
- ☐ All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people.

- **Job Offer**

- ☐ The appropriate sub-committee will interview those shortlisted and will identify a suitable candidate.
- ☐ A job offer will be made subject to the following Pre - Employment Checks for the Successful Candidate.

Pre-appointment checks for all new appointments

We understand that any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the following pre-employment checks:

- verify a candidate's identity
- 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 candidate's mental and physical fitness to carry out their work responsibilities by asking the applicant relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
- verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website
- if the person has lived or worked outside the UK then further checks may be appropriate
- verify professional qualifications, as appropriate by using the Teacher Services' system to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation
- check whether the candidate is not subject to a prohibition order
- if an enhanced DBS certificate is required then it must be obtained from the candidate before or as soon as possible after the person's appointment. But there is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if during a period which ended not more than three months before the person's appointment, the applicant has worked in a school in England in a post:
 - ☐ which brought the person regularly into contact with children; or
 - ☐ to which the person was appointed on or after 12 May 2006 and which did not bring the person regularly into contact with children

An appointment will not be confirmed until receipt of all of the above.

- **Terms and Conditions of Employment.** The successful candidate will be sent:

- ☐ a letter offering them the job
- ☐ a statement of the terms and conditions of employment

The successful candidate will sign and return a form accepting the job and its conditions.

- **Internal Promotions.** If the successful candidate is a present member of staff then they will be sent:
 - ☐ a letter confirming the variation to his or her terms and conditions
 - ☐ details of the planned induction programme
 - ☐ the start date
 - ☐ the name of the designated member of the staff who will act as a mentor during the probationary period
- **Induction**
 - ☐ The induction programme for all newly appointed school personnel will include all school policies dealing with the safeguarding and child protection of children and young people.
- **Probationary Period**
 - ☐ All new employees will be subject to a satisfactory probationary period during which their progress will be monitored by their mentor.
 - ☐ Probation interviews will take place in their first and second term after which a recommendation will be discussed to establish whether the employment should be confirmed, extended or terminated.

Single Central Record

We will keep a single central record of recruitment and record checks of:

- | | |
|-------------------|------------------------------------|
| ▪ Teaching staff | ▪ Governors who work as volunteers |
| ▪ Support staff | ▪ Contractors |
| ▪ Supply teachers | ▪ Volunteers |

The information recorded will be checks on:

Check	Date when carried out	Certificate obtained	Relevant activity
Identity check			
Barred list check			
Enhanced DBS check			
Prohibition from teaching check			
Further checks on people who have lived or worked outside the UK			
Check of professional qualifications			
Check to establish the person's right to work in the UK			
Section 128 check for management positions in academies/free schools/independent schools			
Online check			

We ensure for agency and third-party supply staff written confirmation is received from the employment business supplying the member of supply staff that stipulates all relevant checks, appropriate certificates, confirmation dates and enhanced DBS certificates are in place.

We are aware that from 1 January 2021 the Teacher Regulation Agency will no longer maintain a list of European Economic Area teachers with sanctions.

We understand that we must make any further checks that we think appropriate on applicants that have lived or worked outside of the UK, with those applicants providing proof of their past conduct as a teacher issued by their regulating authority in the country they worked.

Other checks may be included such as:

- Childcare qualifications
- Safeguarding and safer recruitment training dates

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the School Business Manager, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Signed: Mrs J Goldsmith (Headteacher)

Signed: Kate Warren (Chair of Governors)

Reviewed: 10th October 2023

Addendum

We understand that from 1 April 2021:

- standalone checks of the children's barred list will be administered by the Teaching Regulation Agency (TRA) on behalf of the DfE which means that standalone barred list checks can no longer be obtained from TP Online or from the various umbrella bodies and supply agencies who currently sell these checks;
- schools need to ensure that they see the original (paper) DBS certificate for all new appointments in regulated activity with children. A digital certificate or letter of clearance is not acceptable;
- if the appointee is transferring directly from another school in England without a break in service of three months or more, the appointing school can undertake a stand-alone barred list using the TRA website