

SAFER RECRUITMENT POLICY

September 2018



SAFER RECRUITMENT POLICY Whole School and EYFS

Reviewed: September 2018

Next Review: September 2019

This policy outlines our commitment to safeguarding and promoting the welfare of children who are pupils at the School by ensuring we have implemented procedures designed to prevent unsuitable people working with our pupils. This policy applies to the whole School, including EYFS. These procedures are designed to comply with the guidance given by the DfE as defined in 'Keeping Children Safe in Education September 2018' in conjunction with 'Working Together to Safeguard Children 2018' and form an element of the schools safeguarding policy (updated September 2018) to which reference should also be made.

The aims of the School's Safer Recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education – September 2018 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Board of Directors to:

- Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the School's compliance with them. It is the responsibility of the Head, Bursar and other managers involved in recruitment to:
 - Ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
 - Monitor contractors' and agencies' compliance with these safer recruitment procedures.
 - Promote the welfare of children and young people at every stage of the recruitment process.

The Board of Directors has delegated responsibility to the Head (teaching staff.) School Directors may be involved in staff appointments but the final decision will rest with the Head.

RECRUITMENT AND SELECTION PROCEDURE

Advertising To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement.

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children.

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

Application Forms

Raphael Independent School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Incomplete application forms will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will not be accepted in place of the application form, but both may be submitted by the applicant if they so wish.

It is unlawful for the School to employ anyone who is barred from working with children. 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 or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

The Schools' standard application form is shown in Appendix A of this policy.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

References

References for short listed applicants may be sent for prior to interview unless the applicant has expressly indicated on their application form that they do not wish their current employer to be contacted at that stage. In any event, references will be taken up before any offer of employment is confirmed.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or

most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children if possible. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

No questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

The School does not accept open references, testimonials or references from relatives.

Interviews

There will always be a face-to-face interview except in extreme circumstances (for example recruitment of a teacher from overseas), and wherever possible, a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the School to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Applicants will be specifically asked if, prior to a DBS check being carried, there is anything they wish to notify the recruiting panel of in advance of the checks being made.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

Notes of the interviews will be made by the recruiting panel.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents only will be accepted and photocopies will be taken. Unsuccessful applicants' documents will be destroyed six months after the recruitment process is concluded.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

In accordance with the recommendations set out in KCSIE and the requirements of the Education (Independent School Standards) Regulations 2014 the School carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- Verification of the applicant's identity (where that has not previously been verified);
- The receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- For positions which involve "teaching work":
 - i. the School being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Authority (TRA) , or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School; and
 - ii. the School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School; • where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
 - iii. • where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List;
 - iv. • confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
 - v. • confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school;
 - vi. • verification of the applicant's medical fitness for the role;
 - vii. • verification of the applicant's right to work in the UK;
 - viii. • any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
 - ix. • Verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

From 5 January 2015, prior to appointment it is also a requirement that all staff who will be employed in and/or provide early years childcare or education (this covers the age range from birth until 1 September following a child's fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) or those directly concerned with its management, will need to self-certify whether or not they as individuals are disqualified from working with children including whether:

- They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad
- Other orders have been made against them relating to their care of children

- They have had their registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering

The self-certification form is attached to this policy as Appendix B.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

All appointments are subject to a probationary period during which time a reduced notice period applies enabling termination of the employment for whatever reason, by either the employee or the School in a shorter time frame than would normally apply under the standard terms of their contract. The School's disciplinary and capability procedures do not apply during this probationary period. The School also reserves the right to extend this probationary period should it deem this necessary.

DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure) The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is the School's policy that the DBS disclosure must be obtained before the commencement of employment of any new employee, as it assumed that all staff could have the opportunity to be in regulated activity, regardless of their role.

Portability of DBS Certificates Checks

Staff are informed of the opportunity to join the DBS Update Service if they are likely to require another check in the future, but it is their own responsibility to do so.

Copies of DBS Checks

The DBS no longer issue Disclosure Certificates to employers, therefore all new employees must bring the original certificate into the School for verification on or before their first day of employment, before any regulated activity commences.

If employment commences before the DBS certificate is verified, this may take place provided all other recruitment checks have been satisfactorily completed including a separate barred list check, and the new employee is ***kept under supervision*** at all times whilst on site. In addition, a risk assessment will be carried out and reviewed every two weeks until the DBS is seen. This situation may occur if the DBS process is delayed to such an extent that, in the opinion of the Head, further delay to the start date of the new employee would be to the serious detriment of the School.

Dealing with convictions

The School operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- The nature, seriousness and relevance of the offence;
- How long ago the offence occurred;
- One-off or history of offences;
- Changes in circumstances,
- Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Head. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Head will evaluate all of the risk factors above before a position is offered or confirmed.

In the event that a disclosure is obtained relating to a potential Governor, the matter will be referred to the Chair of Directors.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. 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 its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview at the School will be required to bring their identification documentation such as passport, birth certificate and driving licence with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006.

Medical Fitness

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

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, together with details of any other physical or mental requirements of the role.

The School 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.

Overseas checks

The School, in accordance with the UK Visas and Immigration (UKVI) will, if applicable, sponsor new foreign nationals.

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

Induction Programme

All new employees will be given an induction programme which will clearly identify the School policies and procedures, including the Safeguarding Policy, the Code of Conduct and Part One of KCSIE (update September 2016) and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Single Centralised Register (SCR) of Members of Staff

In addition to the various staff records kept in School and on individual personnel files, a single centralised record of recruitment and vetting checks (known as the "SCR") is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This is kept up-to-date and retained by the Office. The SCR will contain details of the following:-

- All employees who are employed to work at the School;
- All employees who are employed as supply staff to the School;
- All staff of contractors who are in School on a frequent basis (catering and cleaning contract staff) • all peripatetic music teachers working at the School
- Coaches (such as sports coaches and DofE mountain leaders) brought in by the School to work with pupils
- Volunteers who may be in regulated activity and for whom therefore checks have been completed
- All Directors of the School

A designated Governor will be responsible for auditing the SCR and reporting his/her findings to the Safeguarding Committee termly.

Record Retention / Data Protection

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used

to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All information retained on employees is kept centrally in the office of the Headteacher in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with School activities.

In accordance with the Data Protection Act 1998, the School will retain the recruitment documentation on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed.

Contractors and agency staff

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School will confirm that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School will confirm that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity and DBS disclosure of staff supplied by contractors or an agency on their first day of working at the School.

Contractors who come on site only to carry out emergency repairs or service equipment and who are not expected to be left unsupervised on the School's premises do not need a DBS Disclosure.

Visiting Speakers

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the

death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Volunteers

The School will request the following checks on all volunteers who are involved on a regular basis, undertaking regulated activity or accompanying children on an overnight trip :-

- Identity checks
- Enhanced DBS Disclosure
- Barred List check
- Qualifications, if applicable
- References
- An informal interview and confirmation of no contrary indications from the School community.

Appropriate Risk Assessments and/or additional supervision will be planned to ensure safety as necessary.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. If the volunteer has signed up to the DBS Update Service, the School will obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates if the three month period has elapsed.

Volunteers or parents who accompany staff on one-off outings or trips and do not have unsupervised access to children will not need to be vetted.

Monitoring and Evaluation

The Headteacher will be responsible for ensuring that this policy is monitored and evaluated throughout the School.



Raphael Independent School

JOB APPLICATION FORM

| |
|--------------------------|
| POST TITLE: |
| REFERENCE NUMBER: |
| CLOSING DATE: |

1. Personal Details

| | |
|---|---|
| Title: Mr/Mrs/Ms/Miss/Other: | |
| Surname/Last Name: | First Names: |
| Address: | Telephone Number including international code if applicable (Home): |
| | Telephone Number (Mobile): |
| | Email: |
| Post Code: | |
| Address for Correspondence (if different to home address) | N.I. No: |
| | Department for Education Registration No: |
| Post Code: | |
| Where did you see or hear about this post? | GTC Registration No: If applicable |

| | | | | | | |
|---|------|-----------------------------|-----|-----|-----|---------|
| | | Date QTS received/expected: | | | | |
| Do you hold a current driving licence? | | | | Yes | | No |
| Is it a Full / Provisional / LGV / PCV licence? | | | | | | |
| Phase/s you are trained to teach | EYFS | KS1 | KS2 | KS3 | KS4 | Special |
| | | | | | | |
| Subject/s trained in | | | | | | |

2. Educational / Technical / Professional Qualifications

(Please name any institute or professional body in full, rather than using initials)

| Secondary Education | | | |
|----------------------------|---------------------------|------|-------|
| Where attained | Subjects / Qualifications | Year | Grade |
| | | | |
| | | | |

Higher/Further Education

| Where attained | Subjects / Qualifications | Year | Grade |
|----------------|---------------------------|------|-------|
| | | | |
| | | | |

Teaching Practice

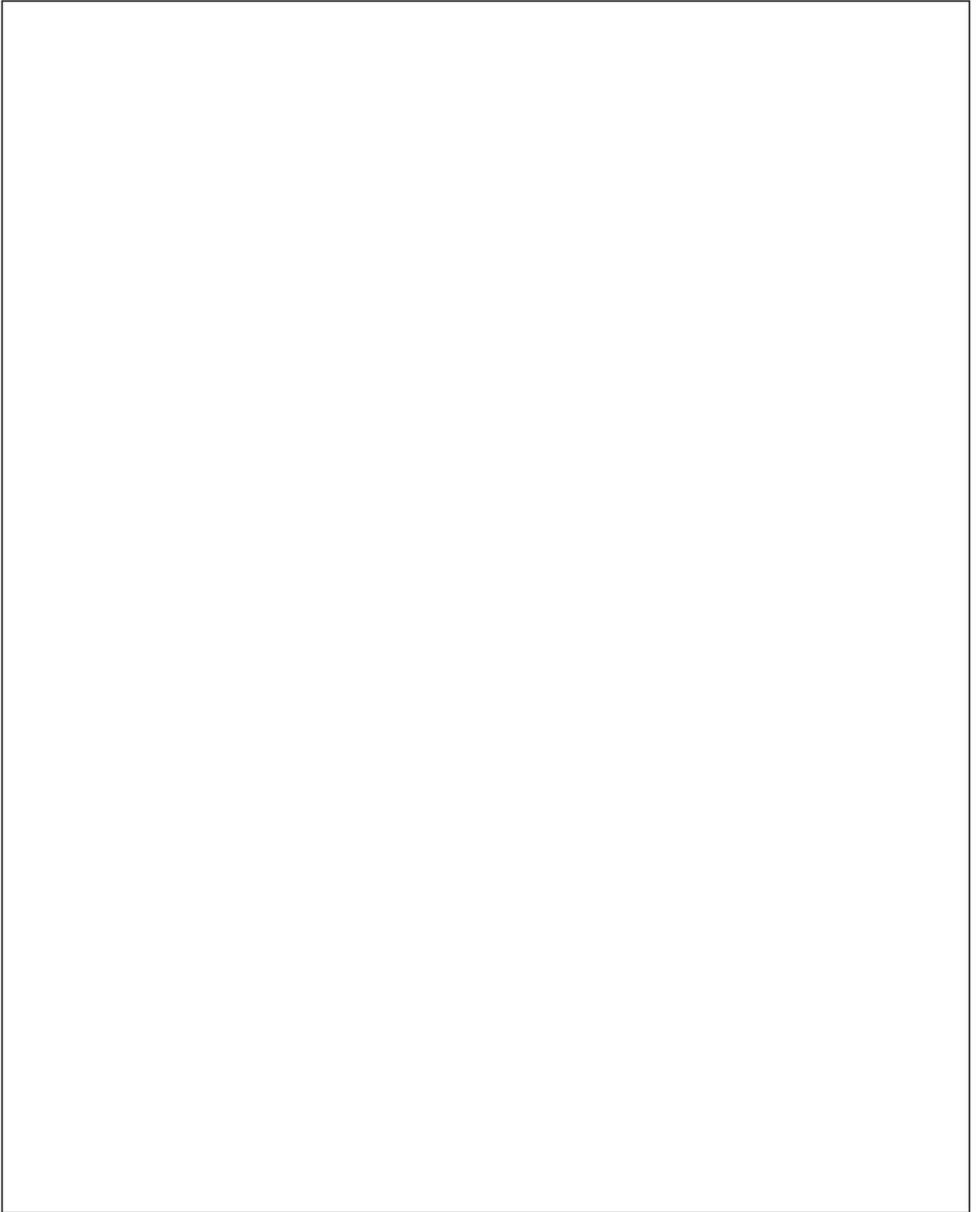
| Name, address and type of school | Name of Education Authority | Age Range taught | Duration | |
|----------------------------------|-----------------------------|------------------|----------|----|
| | | | From | To |
| | | | | |
| | | | | |
| | | | | |

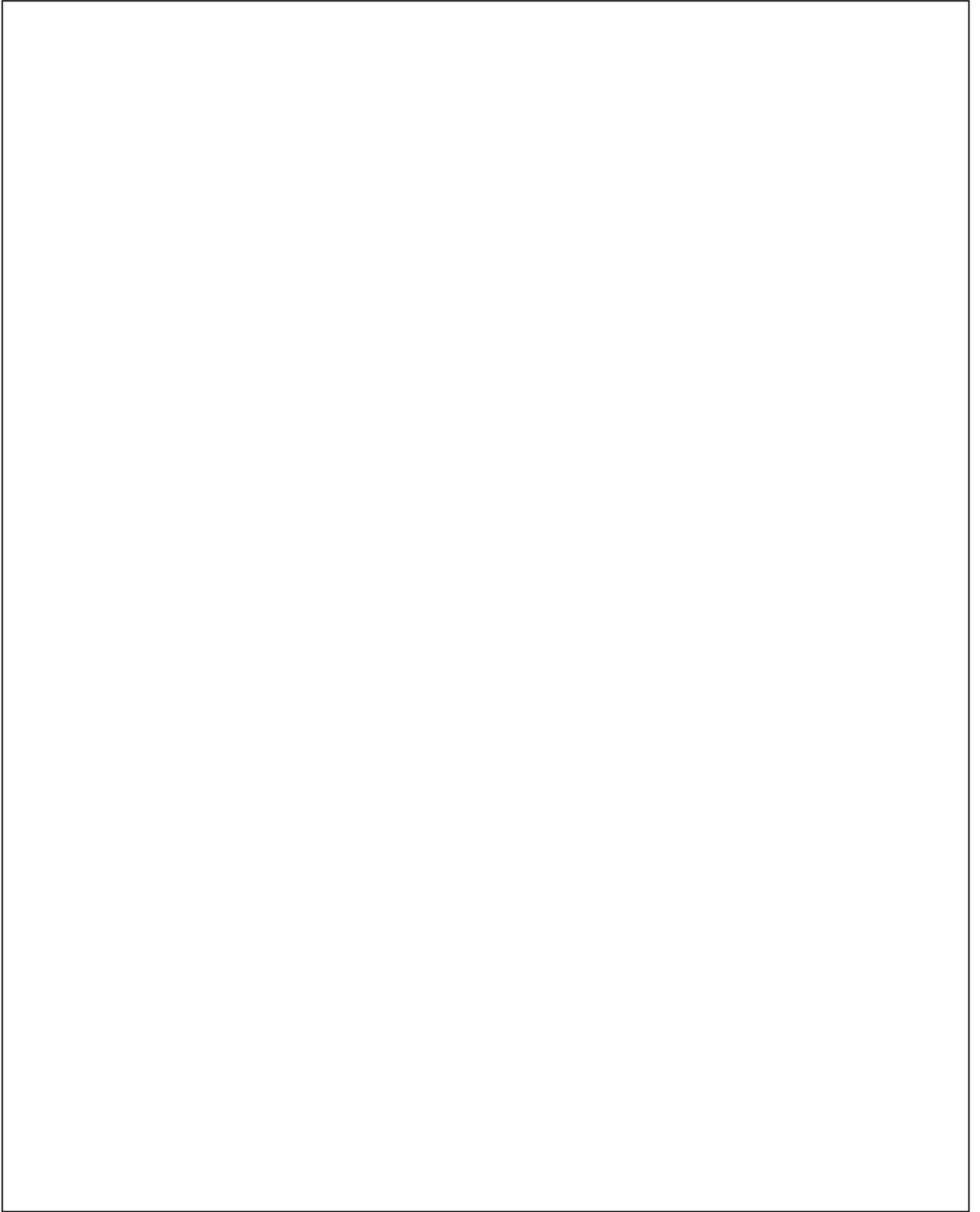
4. Relevant Knowledge, Experience & Skills

Please demonstrate using examples how your knowledge, experience and skills meet the job requirements described in the person specification. Please include your reasons for and your interest in applying to Raphael Independent School.

You may prefer to attach your supporting statement as a separate document. Your statement should be no longer than 3 sides of A4.

| | |
|---------------------|----------------|
| Implementation date | September 2018 |
| Signed off by | |
| Review date | September 2019 |





5. References

Please indicate two people who can provide references (these should be professional and include your last employer):

Name:

Address:

Tel. No.

E-mail:

Occupation:

Relationship (e.g. Line Manager/Headteacher):

Please note references will be taken up prior to interview for all shortlisted candidates.

Name:

Address:

Tel. No.

E-mail:

Occupation:

Relationship (e.g. Line Manager/Headteacher):

Please note references will be taken up prior to interview for all shortlisted candidates.

6. Relationship Declaration

All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Director of Raphael Independent School. Are you related to an existing member of Raphael Independent School as described above?

Yes No

If yes, please provide the following details:

Surname/Last Name:

First Names:

Address:

Relationship:

7. Work Status

Are there any restrictions to your residence in the UK which might affect your right to take up employment with Raphael Independent School?

Yes No

If Yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment?

Yes No

Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service.

8. Applicant Commitment to Safeguarding

Raphael Independent School is committed to safeguarding & promoting the welfare of children and young people, as well as adults at risk, in line with the 'Safeguarding Children and Safer Recruitment in Education' guidance issued by the Department for Education and expects all staff and volunteers to share this commitment.

Agreement Statement

By signing this declaration I confirm that I understand and agree with the schools' commitment to safeguarding.

I confirm that I am not disqualified from work with children, or subject to any sanctions imposed by a regulatory body. I am aware that this post requires an Enhanced Disclosure from the Disclosure Barring Service (DBS).

Signature: _____

Print Name: _____

Date: _____

Declaration

To the best of my knowledge and belief the information I have given is correct. I understand that my application will be disqualified or, if already appointed, disciplinary action considered, if I have knowingly given false information. I am also aware of and agree to accept the conditions set out in the accompanying information relating to provision of information of criminal convictions.

Signed:**Date:****Declaration of Criminal Offences**

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this Act. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. As the occupant of the post will have substantial access to children, a disclosure request will be made of the Disclosure and Barring Service Checks (DBS) to ascertain whether their records reveal any criminal convictions (including spent ones) relating to the successful applicant. All information given will be treated in the strictest confidence and will be used for this job application only. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

| Details of offence(s) | Place & Date of Judgement(s) | Sentence(s) |
|-----------------------|------------------------------|-------------|
| | | |
| | | |

9. Declarations

Data Protection Act 1998

I hereby give my consent for personal information (including recruitment monitoring) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data protection Act 1998.

Signed:

Date:

10. Equal Opportunities Monitoring

This page is not mandatory, but will Raphael Independent School monitor their obligations under the Equality Act 2010

To help us check that we are employing people fairly, please mark the appropriate sections below.

| Asian | | Black | | Chinese or other ethnic group | |
|----------------------------|------------------|----------------------------|------------------|--------------------------------------|------------------|
| Indian | | Caribbean | | Chinese | |
| Pakistani | | African | | Any other ethnic group | (please specify) |
| Bangladeshi | | Any other Black background | (please specify) | | |
| Any other Asian background | (please specify) | | | | |
| Mixed | | White | | Rather not say | |
| White and Black Caribbean | | English | | | |
| White and Black African | | Irish | | | |
| White and Asian | | Scottish | | | |
| Any other mixed background | (please specify) | Welsh | | | |
| | | Any other White background | (please specify) | | |
| Age (DOB) | | Rather not say | | | |

Disability

The Disability Discrimination Act (1995) defines a person as disabled if they have a physical or mental impairment which has a substantial and long-term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one's ability to carry out normal day-to-day activities. This definition includes such conditions as cancer, HIV, mental illness and learning disabilities.

Do you consider yourself to have a disability according to the above definition?

Yes

No

Rather not say

Gender

Male Transgender F to M

Female Transgender M to F

Rather not say

Please return your completed application form by email only to:

admin@raphaelschool.com



Raphael Independent School