



SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Our Vision:

To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.

SAFER RECRUITMENT POLICY

Intent:

Shirley High School has implemented this policy to assist with recruitment and employee selection. It outlines the school's recruitment procedure and how the school ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the school's students is always at the forefront of the school's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the school.

1. General Principles

This policy has due regard to all relevant legislation including, but not limited to, the following:

- DfE (2020) 'Keeping children safe in education'
- DfE (2018) 'Staffing and employment advice for schools'
- DfE (2019) 'Governance handbook'

The governing board is responsible for:

- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school;
- Ensuring that all recruitment panel members have undertaken unconscious bias training before the selection process begins;
- Appointing an appropriate recruitment panel;
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training;
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making;
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates;
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process;
- Ensuring a member of the board is on the recruitment panel for a new principal;
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE;
- Monitoring the school's SCR to ensure that the necessary vetting checks for employees are carried out;
- Ensuring that equal opportunities are established and implemented throughout the recruitment process;
- Ensuring that the salary of the successful candidate is determined;
- Accommodating the needs of new employees and making reasonable adjustments when necessary;
- Ensuring that the DPO reviews this policy and that any recruitment data that is kept is in accordance with the Records Management Policy.

The Principal is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school;



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- Ensuring that appropriate supervision of employees/volunteers is organised, and for promoting the safety and wellbeing of students generally and throughout the recruitment process;
- Leading the interview when the candidate is at a lower level than principal;
- When recruiting, the school will adhere to its Equality Policy.
- The governing board will review recruitment procedures annually to ensure they are accessible and do not directly or indirectly discriminate against candidates;
- Further descriptions about the types of checks can be found on p36 KCSIE 2020. The DBS maintains 'barred lists' of those unsuitable to work with children and vulnerable adults;
- In the recruitment and selection of staff and volunteers schools will at all times adhere to the government guidance contained within *Working Together to Safeguard Children* (July 2018) and *Keeping Children Safe in Education* (DfE 2020).

2. Planning, advertising and shortlisting

- Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process;

The governing board and Principal will:

- Decide on the recruitment timeframe;
- Decide who will be involved in the process and what their roles will be, e.g. who forms the recruitment panel and who will lead interviewing;
- Prepare the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought;
- Ensure that application packs, where relevant, state that applicants must be willing to sign the staff disqualification declaration;
- The job information and associated documents will be published online.

Invitation to interview:

- Upon inviting candidates to interview, the recruitment panel will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out;
- Where possible, the recruitment panel will obtain two references before interviewing candidates to allow for any concerns to be explored with the referee and discussed with the candidate;
- One of the references will be from the candidate's most recent employer;
- Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer;
- References will be from a senior member of staff and not a colleague;
- Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information;
- Electronic references will be vetted to ensure they originate from a credible source;
- References from internal candidates will also always be scrutinised before interview;
- Permission will be sought from the candidates before the recruitment panel contacts referees;
- Structured questionnaires will be used to question referees and the recruitment panel will determine the questions on a case-by-case basis;
- Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post;
- The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.



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Pre-interview checks

- The recruitment panel will complete the necessary pre-interview checks;

Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children;
- Verifying that the candidate has qualifications or experience relevant to the post;
- Checking references against application forms and noting down discrepancies or concerns, and following up these concerns with referees;
- Checking and, where necessary, following up candidates' self-declaration forms.

Digital footprints:

- The school is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school may check candidates' social media or other online activity prior to interview.

This process may include a search for the candidate social media including:

- **Google**
- **Facebook**
- **LinkedIn**

- Any concerns will be addressed during the interview process.

After the interview:

After the interview has been completed, the recruitment panel will:

- Assess all candidates' performance using the same agreed criteria;
- Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible;
- Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role;
- Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in line with the Records Management Policy, in case any aspect of the recruitment process is challenged;

After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate;
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done;
- Complete the relevant pre-appointment checks;
- Once an offer of employment has been made, the candidate's self-declaration form will be reviewed. If a conviction has been declared, and it is spent or filtered, the offer of employment will not be retracted based on this; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.



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Pre-appointment checks:

- All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks;

When appointing new staff, the school will complete the following checks:

- Verify the candidate's identity;
- Obtain an enhanced DBS certificate (via the applicant) and, for candidates engaging in regulated activity, barred list information;
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- Verify a candidate's mental and physical fitness to carry out their role;
- Verify the person's right to work in the UK;
- Make further checks on any individual who has lived or worked outside the UK;
- Verify professional qualifications, as appropriate;
- For those in management, trustee or governor roles, a section 128 check will be carried out;
- The recruitment policy will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012;
- If the school has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the school to allow the individual to carry out any form of regulated activity;
- Details on the 'Prohibitions of teachers' provides information on what the order prevents if there is a full or interim prohibition order. A section 128 direction restricts the individual taking part in management of independent schools (including academies and free schools);
- [Maintained schools] The school will use the Employer Secure Access sign-in portal via the Teaching Regulation Agency Teacher Services web page to check if a proposed governor is barred as a result of being subject to a section 128 direction.

Volunteers:

- For volunteers, if they are not engaging in regulated activity, an enhanced DBS check will be obtained – a barred list check will not be required;
- If volunteers are engaging in regulated activity and are new to the school, an enhanced DBS check with a barred list check will be required;
- Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check;
- If a volunteer is not in regulated activity, the school will use its professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required.

Candidates who have lived outside the UK:

- No exceptions will be made for candidates who have lived outside of the UK. All mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.
- The DfE's guidance on the employment of overseas-trained teachers will be consulted should an overseas candidate apply for a teaching position.



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Agency and third-party staff:

- In the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed.
- Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.

Trainee/student teachers:

- The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried applicants for initial teacher training who are in regulated activity.
- Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks.
- The school will obtain written confirmation from the agency that the checks have been carried out.

Existing staff:

- If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.
- The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children.
- An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The employer of the school will ensure they have sufficient information to meet the referral duty criteria in 11.23 of this policy.
- The school will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
 - The harm test is satisfied in respect of that harm.
 - The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
 - The individual is deployed to another area of work not in regulated activity, or where they have been suspended.
- Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity.
- Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

Contractors:

- The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).
- For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.
- Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.



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- If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.
- The school will always check the identity of contractors and their staff on arrival.
- The Governing Board is responsible for the security of the school premises and will take steps to ensure it is a safe environment and securely protected against trespass and/or criminal damage.
- Where the visitor is employed by an organisation where DBS checks are normally required, for example NHS staff, the principal will request written communication that relevant checks have been carried out for that individual.

All visitors and contractors will be:

- Informed to report to reception on arrival;
- Expected to provide proof of identity;
- Expected to wear a name-badge or carry some form of identification at all times when on the school premises;
- Suitably supervised by school staff at all times;
- Made aware of school health and safety procedures.
- The principal will ensure that any contract entered into with the contractors' sets out clearly the expectations for worker's behaviour and the responsibility of contractors to monitor and ensure compliance with school policies.
- Contracted workers will not be allowed to approach or speak to students in any circumstances and must ensure that all equipment and working practices are in line with health and safety standards.
- Visiting organisations such as theatre groups who will be performing for or working directly with students will be expected to have adequate child protection procedures in place and must agree with class teachers in advance what level of supervision or contact they will have regarding students.

Recruitment of ex-offenders:

- In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process.
- As an organisation which uses the Disclosure and Barring service, the Governing Body of the school complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offender Act 1974. A DBS check will therefore be carried out before appointment to any job at the school is confirmed. This will include details of convictions, cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select a candidate for interview based on their competencies, qualification and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we 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. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.



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- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
- having a criminal record will not necessarily bar you from working at the school. This will depend on the nature of the position and the circumstances and background of offences.

Adults who supervise children on work experience:

- If the school is organising work experience placements, the school will ensure that the placement provider has policies and procedures in place to protect children from harm.
- Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. In such cases, the school will consider the specific circumstances of the work experience. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:
 - Unsupervised themselves.
 - Providing the teaching/training/instruction/supervision frequently (more than three days in a 30-day period or overnight).
- If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. In this case, the school will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.
- If the activity undertaken by the child on work experience takes place in a 'specified place', such as the school, and gives the opportunity for contact with children, this may itself be considered regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

Children staying with host families:

- The school may make arrangements for a child to have learning experiences where, for short periods, the child may be provided with care and accommodation by a host family to whom they are not related. In these circumstances, the LA will be consulted.

Governors:

- An identity check
- Governors will have an enhanced criminal records certificate from the DBS. Governance is not a regulated activity and so governors will not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.
- The governing board may request an enhanced DBS certificate without a barred list check on an individual as part of the appointment process for governors. An enhanced DBS certificate (which will include a barred list check) will only be requested if the governor will be engaging in regulated activity; this also applies to volunteer governors.
- Associate members will not be asked to undertake a DBS check.



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- Trustees and members will be subject to an enhanced DBS check
- Newly appointed chairs of trustees will be subject to a suitability check, which includes:
- Confirmation of the right to work in the UK.
- An enhanced DBS check.
- Where required, additional information if the individual has lived outside the UK for a period of 12 months or longer.
- Please note, the DfE's position on section 128 direction checks for maintained schools is unclear within 'Keeping children safe in education' (KCSIE). We asked for clarification and they informed us of the following:
- A section 128 direction disqualifies a person from holding or continuing to hold office as a governor of a maintained school. Schools must check that governors are not disqualified from working in regulated activity. To do this, a section 128 direction check must be carried out. Therefore, even though it is not explicitly stated in KCSIE, schools must carry out a section 128 direction check on governors.
- Section 128 checks are not required for staff in management positions in maintained schools, unless the staff member in question is also a governor.

Healthy and Safety:

- The Governing Board and principal will ensure that there is a robust health and safety policy in place in order to meet the statutory responsibility for the safety of students and staff within the school environment.
- The health and safety policy is based on the government guidance and will seek to balance risk avoidance against providing students with opportunities to take part in activities that help them learn to manage risk themselves.
- Day-to-day responsibility for health and safety issues in the school will be delegated to a member of staff who is competent to carry out these duties and who has received the appropriate training.

There should also be a named governor responsible for health and safety. This is:

Name: Mr M West

Designation: Chair of Governors

Contact details: office@shirley.croydon.sch.uk (marked for the attention of Chair of Governors)

Risk assessments:

The school will seek to identify and manage risk through the use of risk assessments. These will be carried out:

- On an annual basis for the school environment as a whole;
- For all school trips;
- For students travelling between locations during the school day;
- For all work-based learning or work experience placements;
- When a student who has been excluded for risky or violent behaviour in returning to the school;
- Whenever there are any changes to the school environment or school practices;
- Following any serious incident.

Consideration should also be given to conducting risk assessment before PTA and other parent-led events (e.g fireworks or fairs) where people outside the school may have unregulated access or the usual measures for healthy and safety may not be sufficient.



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Working with aggressive and violent parents:

- Where schools are working with families who are known to children or adult social care and there are concerns about the behaviour of parents towards members of school staff, this must be discussed with the principal and the designated safeguarding lead and the information shared with the children's social care.
- If there are high levels of risk involved in contact with parents, children's social care may convene a risk assessment meeting with the network in order to discuss strategies to reduce risk, and it is vital that schools and colleges are part of the process.

Single central record (SCR):

- The school will maintain and regularly update the SCR.
- All new employees will be added to the record, which will include:
- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.

The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
- A check of professional qualifications
- A section 128 check
- A check to establish the person's right to work in the UK
- For those in management, trustee or governor roles, a section 128 check
- For supply staff, the school will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.
- If checks are carried out on volunteers, this will be recorded in the SCR.

Safer recruitment training

- At least one member of the recruitment panel will have completed formal safer recruitment training.
- As a measure of good practice, the school will ensure that this training is renewed every five years.

Monitoring and review:

- This policy is reviewed annually by the governing board and the principal.
- Any changes made to this policy by the governing board and principal will be communicated to all members of staff.



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- All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.
- This policy will be reviewed annually.

We want all at SHS to believe in and maintain the values of our school:

