



Hemingford Grey  
SCHOOL

# **Safer Employment Policy (incorporating Recruitment and Selection Policy)**

Date policy was last reviewed and approved:	<b>July 2018</b>
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This Policy is based on the Cambridgeshire County Council model policy of September 2015. Updated by Judicium to take account of Keeping Children Safe in Education.

## **1. Policy Statement**

Our school is committed to safeguarding and promoting the welfare of children and young people. We expect and require all members of the school community to share this commitment. We will ensure that our employment policies and practices support the development and maintenance of an environment where children and young people are safe and able to make the most of their opportunities to learn. Our policies and practices will support the recruitment, retention, deployment and development of competent, well-motivated employees who are suited to and fulfilled in the roles they undertake.

The first step towards safeguarding and promoting the welfare of children in our school is to ensure that we recruit and select employees, workers and volunteers in accordance with best safer recruitment practice. However, we recognise that this is only one aspect of securing a safe environment for children and young people. This policy is designed to bring together in one document the link to all the different strands of our practice that promotes safer employment. The policy is grounded in the good practice set out in Part 3 of 'Keeping Children Safe in Education 2016'.

## **2. Scope of the policy**

This policy applies to all employees, governors, volunteers, agency workers, supply staff and anyone else who undertakes work of any kind on our school premises.

## **3. Roles and responsibilities**

The Governing Body will:

- Prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required; and ensuring volunteers are appropriately supervised;
- ensure that the school has effective policies and procedures in place for the recruitment of all staff and volunteers, in accordance with DfE guidance and legal requirements;
- delegate responsibility for recruitment and selection to the Headteacher but will support the Headteacher in discharging this role;
- be responsible for the appointment of a new Headteacher and/or deputy Headteacher;
- ensure that the school has effective policies and procedures in place for promoting safer employment and safeguarding;
- undertake appropriate training in relation to safeguarding;
- undertake an enhanced DBS check;
- monitor the school's compliance with safer employment and child protection and safeguarding policies on an annual basis.

The Headteacher will:

- ensure that the school operates safer recruitment practices and ensure that all appropriate checks are carried out on staff, volunteers and others;

- ensure that the school operates safer employment practices at all times and make sure that managers and staff fully understand the important part they play in achieving a safe environment for children and young people;
- monitor contractors' and employment agencies' compliance with this document;
- promote the welfare of children and young people at all times.

All other staff, volunteers, agency workers, supply staff, visitors and others will:

- be expected and required to comply with the spirit and intention of this document.

## **4. Recruitment and Selection**

### **4.1 General principles**

This policy provides a good practice framework to comply with the principles set out in our Equality Policy and in the Equality Act, 2010. We fully recognise the value of, and will seek to achieve, a diverse workforce which includes people from different backgrounds with varied skills and abilities. We are committed to ensuring that the employment of all members of our school community is fair, transparent, consistent, and efficient and promotes equality of opportunity.

All posts within the school are exempt from the Rehabilitation of Offenders Act, 1974, so all applicants will be required to declare spent and/or unspent convictions, cautions and bind overs (except those that are protected see 4.3.3) and to undertake an enhanced Disclosure and Barring Service (DBS) check. The school is committed to ensuring that people who have been convicted are treated fairly and given the opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position with our school.

We will:

- ensure that governors and staff who undertake recruitment receive regular safer recruitment training, including refresher training and successfully achieve safer recruitment accreditation;
- ensure that all job descriptions and person specifications specify the safeguarding responsibilities of the posts;
- ensure that safeguarding responsibilities are explicit in the job description of the Designated Safeguarding Lead (further guidance can be found in Keeping Children Safe in Education, 2016)
- ensure that all advertisements, applicant packs, school policies and our website reflect the fact that we take our responsibilities for child safeguarding very seriously;
- ensure that every appointment panel includes at least one member who has received safer recruitment training;
- implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that all reasonable steps are taken to avoid appointing anyone who is:
  - unsuitable to work with children; or
  - is disqualified from working with children; or does not have suitable skills and experience for their intended role;
- maintain a single central record of recruitment and vetting checks in line with DfE (and/or the County Council's) requirements;

- ensure that the terms of engagement for any contract with a contractor or agency requires them to adopt and implement the same standards as are described in this policy, which we will monitor;
- require staff who are convicted or cautioned for any offence during their employment with the school to notify the Headteacher in writing of the offence and the penalty without delay.

## **4.2 Preparation Stage**

### **4.2.1 Job descriptions and person specifications**

All job descriptions and person specifications will set out the role's safeguarding responsibilities and will be prepared using the school's standard templates. The precise range of responsibilities will differ but every post, whether paid or voluntary, will include responsibility for ensuring the safety and security of children and young people.

### **4.2.2 Disclosure and Barring Service (DBS) Checks**

The school will identify whether a DBS check is required, and at what level. There are three types of checks; Standard, Enhanced and Enhanced with a Barred List check. The level of DBS certificate required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work in a school or college.

For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in "regulated activity".

For all other staff who have an opportunity for regular contact with children who are not engaging in "regulated activity", an enhanced DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors that would have the opportunity for contact with children and who work under a temporary or occasional contract.

More information can be found on the DBS website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### **4.2.3 Advertising and applicant packs**

The school will advertise all vacant posts to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or where members of our staff are at risk of redundancy, we reserve the right to advertise the vacancy to the school community first before considering an external advertisement.

Wherever the advertisement is placed, it will include information on the school's commitment to safeguarding and promoting the welfare of children and the requirement for a DBS check. The applicant pack will also include a link to our Child Protection policy and a statement of the school's commitment to child safeguarding. All prospective applicants will be invited to visit the school if they wish prior to making the application.

#### 4.2.4 Application forms

The school will use a standard application form for every applicant, based on the templates supplied by the school's personnel provider. CVs will not be accepted. We will expect and require candidates for all posts, paid or voluntary, to provide a full employment history and to account for any gaps or discrepancies either on the application or, subsequently, at interview.

Applicants should be aware that providing false information is an offence and could result in their application being rejected or in summary dismissal if the applicant has already been appointed. This may also result in the matter being referred to the police and/or a professional regulatory body e.g. the Disclosure and Barring Service.

### 4.3 Selection stage

#### 4.3.1 Short listing

Short listing will always be carried out by a minimum of two people, using an agreed short listing form in the interests of transparency. The short listing criteria will be drawn from the person specification for the vacant post. The short listing panel will agree the candidates to be called for interview and the notes of their decision will be signed and retained on the appointment file.

#### 4.3.2 References

References will be sent for in relation to all short listed candidates, including internal ones, before interview so that any safeguarding concerns can be explored further with the referee, and taken up with the candidate at interview. We will always expect to take a reference from the current employer. The only exception to this will be where the candidate has indicated that they do not wish their current employer to be contacted prior to appointment. Where this applies, a reference will be sought from the second referee prior to the interview and the reference from the current employer will be taken up immediately after the interview and before the offer of appointment is confirmed.

**We will not accept employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern'.** If a candidate for a teaching post is not currently employed as a teacher, it is also advisable to check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving. References must be in writing and be specific to the job for which the candidate has applied. The school will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. The school will use the County Council's reference request form, or one provided by the school's personnel provider, provided it is in accordance with 'Keeping Children Safe in Education, 2016'.

Reference requests will specifically ask the referee to confirm:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;

NB. Cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious should also not be included in any reference

- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be discussed with the candidate at interview.
- We reserve the absolute right not to make an appointment if there are significant concerns, as our first priority is the safeguarding of the children at our school.

#### **4.3.3 Declaration of convictions**

The school will require the shortlisted applicants for all posts, paid or voluntary, to complete a form declaring all convictions, cautions, warnings or reprimands except those that are protected. This is on the basis that all roles in schools are covered by the Recruitment of Ex-Offenders Exemption Order. The declaration form will also include a question regarding any pending criminal prosecutions.

Some convictions or cautions (including warnings and reprimands) are deemed "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (Amendment) (England and Wales) Order 2013. This means that some spent convictions and cautions will become protected when specific conditions are met. Protected convictions and cautions will not be disclosed in a DBS check and the school cannot ask for information about protected convictions or cautions, or take these into account when considering an appointment.

The Headteacher (or his/her nominee) will discuss any relevant, positive declarations with the applicant, however, they must not ask about anything that is protected. The disclosure of convictions, cautions or pending prosecutions will not necessarily prevent the applicant being appointed but the information will be considered as part of the pre-employment risk assessment in the same way as DBS disclosures.

Guidance and criteria for the filtering of convictions and cautions can be found on the Disclosure and Barring Service website at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

#### **4.3.4 Selection process**

This will differ depending on the nature of the post but will always include a face to face professional interview with a minimum of two people (normally three). For some posts, including for members of the leadership group or teaching posts, the selection process will normally include some activity involving children e.g. meeting the school council, teaching a lesson, etc.

The Head teacher is expected to involve at least one member of the Governing Body in all appointments, except for the following posts: supply teachers, midday supervisors, cleaners.

The selection process for every post, paid or otherwise, will include an opportunity to discuss the candidate's understanding of safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions the candidate has declared. If the candidate has not made any declaration, the interview panel will give them a further opportunity to share any information regarding their background that may influence the decision on their appointment.

The responses given by all the candidates to all the questions will be noted and retained after the interview. The interviewers will sign and date the copies of all interview notes, which will be retained for six months from the date of interview. The interview notes for the successful candidate will be retained on his/her personnel file for the duration of his/her employment at our school.

All candidates will be required to read the school's Safeguarding and Child Protection Policy and school's Code of Conduct as part of the interview process.

#### **4.3.5 Decision**

After all the candidates have been interviewed, the selection panel will consider all the information available to them and will assess each candidate against the criteria for the post. This should identify which candidate should be appointed. The selection panel will make notes of the reason for its decision and will sign and date the notes, which will be retained for six months after the date of the interview. The notes relating to the successful candidate will be retained indefinitely as indicated above.

#### **4.4 Pre-appointment checks**

The following pre-appointment checks will be undertaken before any new employee begins work at our school:

- references – we will take up at least two references, one of which will be from the former or most recent employer. If the candidate was not working with children in their last job, a further reference will be sought from a previous employer where they did work with children (if applicable).
- an identity check – including DOB. We will obtain verification of the candidate's identity in order to comply with the requirements of the Immigration, Asylum and Nationality Act, 2006. Identification checking guidelines can be found on the GOV.UK website;
- verification of qualifications relevant to the post;
- verification of medical fitness – the successful candidate will be asked to complete a confidential medical questionnaire, which will be sent in a sealed envelope to the school's Occupational Health Service for assessment;
- verification of the person's right to work in the UK.
- verification of successful completion of the induction period (for those who obtained QTS after 7<sup>th</sup> May, 1999);
- we will obtain a satisfactory enhanced DBS certificate including barred list information if relevant;
- Childcare disqualification declaration;
- a prohibition from teaching check (for post-holders engaged in teaching work);
- If the person has lived or worked outside the UK, further appropriate checks will be made

The successful candidate will be informed that we will not confirm their appointment until all of the above checks have been completed satisfactorily.

Relevant checks must also be in place for volunteers

#### **4.4.1 Childcare Disqualification**

For staff who work in childcare provision or who are directly concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009. This includes Disqualification by Association - living in the same household where another person who is disqualified lives or is employed.

#### **4.4.2 Administration**

Proof of identity and other documentation will be verified by an appropriately trained member of staff, as designated by the Headteacher. Candidates will be expected to produce original certificates, e.g. birth certificates, qualification certificates and other documentation. We will not retain the original documents but will take photocopies to be retained on the successful candidate's personnel file. We will sign and date the copies and will annotate them with the wording 'original document seen on (date) by (name)'.

If the original documents cannot be produced, we will require a properly certified copy. Where candidates have obtained their professional qualifications outside the UK, a certified comparability check will be required from NARIC. Our school personnel provider will obtain the check on our behalf.

#### **4.4.3 Employment offer**

Where possible, we will negotiate a provisional start date with the preferred candidate, however all the pre-employment checks set out above must be completed **before** the appointment is confirmed and the employee begins work. The only exception to this is the DBS certificate, where the risk assessment described in 4.4.4 may apply. Once all pre-employment checks have been satisfactorily completed, the offer of employment will be made and the contract of employment will be issued. In all circumstances, the new employee will receive the contract no later than 8 weeks of the employment commencing, although we will aim to ensure that the documentation is supplied before they take up their new post.

#### **4.4.4 Commencement of employment prior to receipt of DBS certification**

In exceptional circumstances, provided no criminal record has been disclosed, the school may undertake a risk assessment to determine whether the successful candidate may commence employment prior to receiving the DBS certificate. A full risk assessment will be undertaken by the Headteacher and Chair of Governors, who will document their decision using the County Council's standard risk assessment template.

#### **4.4.5 Record retention/data protection**

The school will retain all interview notes on all candidates for a 6-month period, after which the notes for all but the successful candidate will be shredded. The 6-month period will allow the school to deal with any data access requests, recruitment complaints or complaints of discrimination raised in the Employment Tribunals.

Under the Data Protection Act, 1998, applicants have the right to request access to notes written about them during the recruitment process. Applicants who wish to access

their interview notes must make a subject access request in writing to the Headteacher within 6-months of the interview date.

#### **4.4.6 Personnel file**

The school will retain the following recruitment and selection information for the successful candidate for the duration of his/her employment with the school:

- application form – signed by the applicant
- interview notes – including questions, answers and explanation of any gaps in the employment history
- references – minimum of two
- disclosure of convictions form
- proof of identity – copies of certificate/passport/driver's licence, etc. We will not retain copies of utility bills, bank statements, etc. on file
- proof of right to work in the UK
- proof of academic qualifications
- Certificate of Good Conduct (where applicable)
- evidence of medical clearance from the Occupational Health service
- evidence of the DBS clearance (e.g. notification form from the school personnel provider or the DBS certificate number but not the actual certificate).

Personnel files will be kept securely and will only be accessed by the Headteacher and his/her nominee.

### **5. Contractors**

All contractors and agencies supplying staff to work in the school are expected and required to undertake safer recruitment pre-employment checks.

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. We have arrangements in place with contractors to make sure that they, or any employee of the contractor, working at our school has been subject to the appropriate level of DBS check, if any such check is required.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances. When the appropriate level of supervision cannot be provided, Contractors will be invited to make an appointment outside of school hours.

If a contractor working at our school is self-employed, we shall consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

We will always check the identity of contractors and their staff on arrival at the school.

### **6. Agency, Supply or partner organisations**

The school does not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visiting staff employed by Supply or partner agencies,

e.g. Local Authority or NHS. The school will request written confirmation that confirms the individual has undergone appropriate checks including DBS checks.

The school will check that the person presenting themselves for work is the same person on whom the checks have been made.

The Headteacher will use their professional judgement about the need to escort or supervise visitors.

## **7. Single Central Record**

In line with DfE requirements, the school will maintain a single central record of recruitment and vetting checks. The record will include details of all employees including casual staff, agency workers (whether paid directly or through an agency), teacher trainees on salaried routes, volunteers, governors who also work as volunteers and those who provide additional teaching or instruction for pupils but are not directly employed e.g. sports coaches, artists, language tutors, etc.

The central record will indicate whether/when the following were completed and by whom:

- identity checks
- qualification checks
- checks on right to work in the UK
- a prohibition from teaching check
- Barred list checks
- Enhanced DBS disclosure
- Disqualification by association
- Overseas records e.g. Certificates of Good Conduct, where appropriate.

In order to record agency workers or supply staff, the school will request written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check has been provided in respect of the member of supply staff and the date that confirmation was received. The school will not undertake checks on such staff except where there is information contained in the DBS disclosure. However, we will check that the person arriving is genuinely the person the agency has referred to us by asking him/her for photographic proof of identity.

Where checks are carried out on volunteers, schools should record this on the single central record

The Headteacher will undertake an annual review of the single central record to ensure that it remains accurate and will confirm the outcome to the Governing Body.

## **8 Induction**

Every new member of staff, paid or voluntary, will be entitled to an induction to the school. The details of the induction programme will vary depending on the individual's role in the school but all new starters will receive guidance on child safeguarding from one of the Designated Persons for Child Protection: Kate Fox/Jonathan Clark, on their first day at our school. The guidance will include a copy of Part 1 of Keeping Children Safe in Education, the Guidance for Safer Working Practice and information on how to raise a concern if the new employee identifies poor practice during the course of his/her

employment. All staff must read and understand Part 1 of the Keeping Children Safe in Education guidance.

Every induction programme will include a checklist, which the new employee or volunteer will sign and date as soon as they have completed each activity. A copy of the induction checklist will be placed on their personnel file for future reference. It is the responsibility of the Designated Safeguarding Lead to ensure the school's policies are known and used appropriately, as outlined in Keeping Children Safe in Education (2016).

## **9 Probationary periods**

Support staff and volunteers will be subject to a six month probationary period during which their performance and behaviour will be monitored. In exceptional cases, the probationary period may be extended for up to a further six months if necessary.

School staff and volunteers will be given a copy of the Code of Conduct, the guidance entitled 'Guidance for Safer Working Practice for those working with Children and Young People in Education Settings' issued in October 2015, which will be discussed with them to ensure their understanding. They will be asked to sign a declaration confirming that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all times.

## **10. Training and development**

All members of school staff and volunteers will receive Basic Child Protection Training at three-yearly intervals, in accordance with the LSCB, organised by the Designated Safeguarding Lead (DSL). The DSL and any other Designated Personnel (DP) will receive refresher training every two years, provided by the County Council's Education Child Protection Service. Briefings and updates from the County Council's Education Child Protection Service will be used to ensure that the DPs stay up to date with their training. They will pass on any updates to all staff.

The DSL is responsible for ensuring that all staff are aware of the relevant policies and procedures for child safeguarding and are able to identify when a child may be suffering or at risk of suffering harm or neglect. The DSL will ensure that all staff and volunteers understand the principles of 'Safer Working Practice' (see above) and recognise that the school has a protective ethos in which the needs of the children are paramount.

All staff and governors who are involved in recruitment and selection will be provided with suitable training to ensure that they can discharge their role effectively. In addition, the following people will undertake safer recruitment training:

- *The Headteacher*
- *The Deputy Headteacher(s)*
- *The Designated Safeguarding Lead*
- *The School Office Manager*
- *At least 2 members of the Governing Body*

## **11. Whistle blowing**

Our school adopts a culture of vigilance where concerns about inappropriate practice are listened to and taken seriously. We have adopted our school personnel provider's model whistleblowing policy, copies of which will be distributed to all staff and volunteers and will be available on the staffroom notice board and on our school website.

## **12. Code of conduct**

The school's Code of Conduct, which includes the latest 'Guidance on Safer Working Practice for those who work with Children and Young People in Education Settings', sets out the standards of behaviour we require from all of our employees. The Code of Conduct sets out the basic rules and principles that govern the way we work.

The Code of Conduct will be provided to all new employees as part of their induction. Copies will also be made available on the school Intranet and on the staff room notice board(s). The following members of the school community are also expected to abide by the principles contained in the Code of Conduct:

Volunteers

Governors

Agency workers

Supply staff

Consultants

In addition, teachers, including the Headteacher, are expected to abide by the Teacher Standards 2012 that state they should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

The school undertakes to apply these Codes of Conduct fairly and consistently. We expect the Headteacher and other school leaders to apply the Codes of Conduct robustly to ensure that the integrity of members of our school community is beyond reproach. Where necessary, we will enforce the Codes of Conduct through our disciplinary rules and disciplinary procedure. We believe that breaking some of the rules is so serious that we may consider summary dismissal for a first offence of gross misconduct.

## **13. Contact with children outside work**

Whilst we wish members of the school community to work together in a positive manner, we do not encourage employees or volunteers to make contact with children and young people outside work. Our employees are strongly advised to follow the good practice advice contained in the 'Guidance on Safer Working Practice for those who work with Children and Young People'. This is for the safety of the children, which is paramount and in the best interests of the members of staff or volunteers.

#### **14. Acceptable use of ICT/social networking**

In line with the guidance in section 12 above, employees must not have personal contact with children and young people via their personal e-mails or social networking sites such as Facebook. Employees should make sure they are following the advice issued by all of the trade unions on this issue, which is also covered in 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings'. This is for the safety of the children and for the adult concerned.

#### **15. Dress code**

All staff and volunteers should dress appropriately for a setting in which impressionable children and young people will be present following the guidance outlined in the Dress and Appearance Policy. If in doubt, advice on this issue can be obtained from the Headteacher and some trade unions also produce guidance on suitable dress codes. Further information can also be found in the 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings'.

#### **16. Administering first aid**

A range of staff across the school have been trained to administer first aid and have been briefed on the child safeguarding issues they must consider:

First aid will be administered in line with the First Aid Policy and Intimate Care Policy.

#### **17. Self-disclosure**

During their employment with the school, all employees and volunteers are required to disclose any changes of circumstances to the Headteacher. This includes details of any criminal investigations, convictions or warnings to which they may be subject, or any relevant information that a reasonable employer might consider would impact on their employment.

Employees should always discuss with their line manager any difficulties or problems that may impact on their suitability to work with children and young people, so that appropriate support can be provided or action taken. Failure to notify the Headteacher of any conduct that may or will result in the employee or volunteer being placed on one of the government's Disclosure and Barring Service's barred lists will be treated as gross misconduct and may result in summary dismissal.

#### **18. Educational visits/activities**

The school will seek advice from the County Council's Outdoor Education Adviser in relation to educational visits and off site activities. All employees involved in educational visits will be able to obtain advice on specific child safeguarding issues from the Designated Safeguarding Lead, or via the Evolve website, or from the Education Child Protection Service.

#### **19. Managing allegations**

The DSL will also ensure that staff and volunteers understand they must refer any apparent misconduct and concerns about a child to the Headteacher. The school will refer any allegation against a member of staff or volunteer to the County Council's named senior officer, who will liaise with the Local Authority Designated Officer (LADO) as necessary. The referral will be made within 24 hours of the allegation being received.

The school will cooperate with any investigation that may follow, in accordance with the DfE and the Cambridgeshire Local Safeguarding Children Board's allegations procedures. The procedures will apply even if the employee or volunteer ceases to work at the school.

If there have been concerns about a member of the school community's suitability to remain in the children's workforce, we will not enter into any settlement agreement and will make a referral to the Disclosure and Barring Service as appropriate. Further guidance on managing allegations can be found in Keeping Children Safe in Education Part Four.

## **20. Design of school buildings**

The design and layout of school buildings can contribute to developing a safer environment and safer culture for children and young people. The Headteacher and governors will review the layout of the school to ensure that there are no areas where children may be placed at risk e.g. isolated classrooms without windows, etc. Where areas of the school site are identified as a concern, action will be taken without delay to minimise or eliminate any risk for children and young people. Advice will be sought as necessary from the County Council's Infrastructure Service, the Health and Safety team and/or the Education Child Protection Service.

## **21. Monitoring safer employment practice**

The Headteacher is responsible for monitoring the school's adherence to safer recruitment and safer employment practice. The Headteacher will report to the full Governing Body annually on safer employment practice in the school via the Annual Child Protection and Safer Recruitment Monitoring Report to Governors.

The Governing Body will appoint one governor to act as the safer employment champion, who will support the Headteacher in ensuring that that school operates fair practices that ensure a safe environment for children and young people.

The school will also participate actively in the County Council's annual safer employment audit if asked to do so. The results of the audit will be shared with the full Governing Body and immediate action will be taken to improve our practices if the report indicates any areas of concern.

## **22. Annual safeguarding report**

The Headteacher and Chair of Governors will complete an annual child protection and Safer Recruitment monitoring report, which will be presented to the full Governing Body for endorsement and action. A copy of the report will be returned to the County Council's Education Child Protection Service.

## **23. Review**

This Policy will be reviewed annually.

Appendix One:	School Policies
Appendix Two:	Reference documents and websites
Appendix Three:	Safer Recruitment Checklist

## **Appendix One: School policies that relate to child safeguarding**

School Safeguarding and Child Protection Policy (annual)

School Equality Policy

Code of Conduct

Whistle Blowing Policy

School Disciplinary Policy

Acceptable Use of ICT Policy

Complaints Procedure

Lone Working Policy

Intimate Care Policy

First Aid Policy

Physical Intervention Policy

Behaviour Policy

All of the above policies will be kept under regular review on a three yearly basis, unless specified otherwise.

## **Appendix Two:      Reference documents and websites**

‘Keeping Children Safe in Education: Statutory guidance for schools and colleges. DfE September 2016

‘Working Together to Safeguard Children’. DfE. 2015

‘Guidance for Safer Working Practice for those who work with Children and Young People in Education Settings’. Safer Recruitment Consortium. October 2015

Cambridgeshire LSCB website: <http://www.cambridgeshire.gov.uk/lscb/>

Disclosure and Barring Service website:  
[www.gov.uk/government/organisations/disclosure-and-barring-service/](http://www.gov.uk/government/organisations/disclosure-and-barring-service/)

### Appendix Three: Safer Recruitment and Selection Checklist December 2020

Pre-interview	Initials	Date
<p>Planning</p> <p>Timetable decided: job specification and description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc</p>		
<p>Vacancy advertised</p> <p>Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be DBS checked</p>		
<p>Recruitment Pack</p> <p>Pack confirmed with policies, prospectus, job descriptions and specification, all 'vetting' and reference requirements.</p>		
<p>Applications on receipt</p> <p>Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing</p>		
<p>Shortlist Prepared</p> <p>This to be based on selection criteria and notes made during the process to be filed appropriately.</p>		
<p>References – seeking</p> <p>Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy</p>		
<p>References – on receipt</p> <p>Checked against information on application; scrutinized; any discrepancy/issue of concern noted to take up with applicant (at interview if possible)</p>		
<p>Invitation to interview</p> <p>Includes all relevant information and instructions on documents required by the candidate.</p>		
<p>Interview arrangements</p> <p>At least two interviewers (one of which MUST be safer-recruitment trained); panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards. In interview questions to be related to the Person Specification.</p>		
<p>Interview</p> <p>Explores applicants' sustainability for work with children as well as for the post. There must be at least one question specifically relating to Safeguarding in order to probe candidates attitudes and motives towards it. Discuss criminal convictions if appropriate. Ensure any gaps in employment are challenged – and these annotated on the</p>		

application forms. All electronic application forms must be signed by the candidate.		
Application Form Must be signed in person by the candidate		
Note: Identity and qualifications of successful candidate verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant provided identification for DBS disclosure		

Pre-appointment	Initials	Date
Conditional offer of appointment: pre appointment checks Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period		
References x 2 (if not obtained and scrutinised previously) – One MUST be from the candidate’s current employer where possible.		
Identity (if that could not be verified on the day of interview)		
Qualifications (if not verified on the day of interview) QTS – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert.Ed) awarded by a Higher Education Institution, or the FE Teaching Certificate conferred by an Awarding Body. Available on Secure Access – NCTL portal		
Right to work in UK if required		
DBS – Identification seen and detailed submitted on HR portal. E-mail reminder sent to applicant to complete DBS application		
DBS – where appropriate satisfactory DBS disclosure seen.		
Barred List (Formerly List 99) – person is not prohibited from taking up the post		
Overseas Record Check Conducted if required. - Code of Conduct Certificate		
NCTL Teacher services portal – (Log into Secure Access website) <i>(for teaching posts in maintained schools and non-maintained special schools)</i> the teacher is registered or exempt from registration.		
Prohibition Order – Required from 2nd September 2013 for teachers, teaching assistants and any person involved in teaching work (KCSIE 2018 Part 2 Pg 33)		
Health – the candidate is medically fit. Application submitted where appropriate and pre employment report received		

Record on SIMs.net or other Management Information System		
<p>Single Central Record Completed: All of the following to be noted on the SCR and both initialled and dated:</p> <ul style="list-style-type: none"> <li>• Conditional offer of appointment</li> <li>• References x 2</li> <li>• Identity</li> <li>• Qualifications</li> <li>• Right to work in UK if required</li> <li>• DBS</li> <li>• Barred List (Formerly List 99)</li> <li>• Overseas Record Check</li> <li>• Prohibition Order</li> <li>• Health</li> </ul> <p>It is recommended that this checklist is put on the employee's file.</p>		
Send copy of application form to HR adviser if necessary		
Offer Letter sent		
Signed offer letter returned		
Employment Contract issued		
Signed contract returned		
Bank Mandate form sent to Payroll		
Emergency Contact form received back from employee (Next of kin)		
P45 or P46 declaration form		
My Concern training arranged		
Safeguarding Induction date arranged		
Induction completed, signed off and added to the SCR		

Signed

Headteacher

Date