

# PLATANOS COLLEGE

## **Statement of Intent**

We are committed to providing a caring, friendly and safe environment for all of our pupils so that they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm.

This is the responsibility of every adult employed by, or invited to deliver services at, Platanos College. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.



## **SAFER RECRUITMENT POLICY**

**2016 – 2017**

This Policy should be read in conjunction with the Safeguarding policies

# Safer Recruitment Policy

## Review procedures

This policy is to be reviewed annually or as necessary with notification being given to the Board of Trustees on the results of any review.

If any amendments to the Policy are required as a result of a review, then these will be presented to the Board of Trustees for acceptance of the amendments.

Signature:	Signature:
Chair of Trustees	Headteacher
Date of approval:	

# Safer Recruitment Policy

## Aims

This Policy is implemented for the recruitment of all permanent, temporary, supply, agency and casual staff in order to safeguard all children at the school.

In line with the Government regulations and guidelines to safeguard children within our schools, we are required to carry out a number of checks on all staff, whether they are a permanent or temporary member. We are also required to maintain a Single Central Record (SCR) which documents the checks that have been carried out.

## Legal framework and guidance

The establishment will follow all government guidelines and regulations on safer recruitment practice in line with published documentation including *'Keeping Children Safe in Education'* and *'Safeguarding Children and Safer Recruitment'*.

## Recruitment: at the point of interview

All applicants will be required to bring in a minimum of 3 proofs of identification which verify their name, date of birth and current address. Ideally, this should be the following:

- a) Valid Passport, Birth Certificate or Driving Licence (proof of identification which includes name, address and date of birth).
- b) Marriage Certificate, Birth Certificate, NHS Card, National Insurance Card (another proof of name and/or date of birth).
- c) Additional proof of address. We need at least 2 (recent utility bill, bank statement, valid TV licence).

These identification documents will also be sufficient if a new DBS Disclosure application needs to be completed (please refer to the DBS Guidance Notes for clarification when completing an application).

- If the applicant is required to hold a specific qualification relevant to the post (e.g. QTS, a specific subject field, First Aid or Food Hygiene) that has been entered on their application, we need to see the original documentation to verify this.
- References will have been sought prior to the interview, or in other cases shortly afterwards. **Appointments are always made on a conditional basis, subject to a completed application form, the relevant checks being carried out and receipt of satisfactory references.**

## Right to work in the UK

It is the School's responsibility to check that all employees have the right to work in the UK before their employment commences.

To do this the documentation which evidences their right to work in the UK (e.g. a passport which states they are a British national or a national of a member country of the European Economic Area or of Switzerland) will be verified by the School and photocopies taken. Lists of acceptable documentation are also detailed in the Home Office's Border and Immigration Agency Code of Practice available via the following link [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

Some of these documents provide ongoing evidence of the employee's right to work, others have to be checked annually. The School will not knowingly employ someone who has no right to work in the UK. The right to work in the UK will be checked for all employees, not just those who appear to be non-British.

## **Vetting procedure**

The recruitment of staff will follow government guidelines in line with the 'Keeping Children Safe in Education' and 'Safeguarding Children and Safer Recruitment' documentations. All individuals including volunteers (where necessary) will be subjected to an enhanced DBS (Disclosure and Barring Service) check (formerly known as a CRB check) and will be checked against the DBS Barred List (list of names barred from working with children) prior to their appointment. These checks will be updated regularly. Individuals barred from working with children and young persons will not be knowingly employed by the School. The School will immediately cease to employ an individual if it is later discovered that the individual is included in any of the above barred lists.

Teacher status checks will also be conducted on applicants against the NCTL (National College for Teaching and Leadership) database for any suspensions or prohibitions and to verify individual records. Any offer of employment will always be made on a conditional basis, subject to the relevant checks being carried out and the receipt of satisfactory references.

A Single Central Record will be kept of all vetting checks, which will include verification of identity and the date these checks were made. Records on any relevant qualifications and permission to work for non-EU nationals will also be kept. The School will only use agencies that rigorously check their supply staff. Staff joining the School will familiarise themselves with the Safeguarding and Child Protection policies of the school.

From January 2010 it became mandatory that at least one person on any Appointments Committee should have completed the Safer Recruitment training. Details of all staff and governors who have completed this training are held at the establishment.

## **Procedure with DBS checks if appointed**

- A new DBS Disclosure application will be completed as soon as practicable if a current valid one is not already held by the applicant. In addition to the identification documents mentioned above, other information that will be required includes a five year address history and any other surnames held.
- Should DBS clearance be delayed, the School has the discretion to allow an individual to begin work pending receipt of the DBS Disclosure provided that the individual is appropriately supervised and all other checks, including a check against the DBS Barred List, and a risk assessment is carried out.

- If a DBS Certificate is already held then the portability of the DBS Disclosure may apply (see below).

### **Portability of DBS Disclosure Certificates**

- If the CRB/DBS Disclosure Certificate held was processed by the London Borough of Lambeth and is valid (i.e. no break in service longer than 3 months), the School will need to see and verify the original documentation and no further application needs to be made. A DBS online check will be made where possible.
- If the CRB/DBS Disclosure Certificate was processed by another Local Authority or organisation for the same job type and there has been no break in service (longer than 3 months away from the post) the School, under its discretion, may accept the Certificate in certain instances, provided that the original documentation is verified with the relevant Local Authority and the information is confirmed with the Countersignatory. A DBS online check will be made where possible.
- If the CRB/DBS Disclosure Certificate was not for the same job type (and not an enhanced check), or there has been a breach in service, a new DBS Disclosure application will be made by the School.

### **Volunteers**

- All Volunteers who have direct contact with children on a regular basis will be required to have an enhanced DBS clearance and be checked against the aforementioned barred lists. The Headteacher will assess the need on an individual basis. These checks are required to be updated regularly and at least every three years.
- Volunteers will work under the direct supervision of an established staff member and will be subject to the same Code of Conduct as paid employees of our school.

### **Agencies/agency staff**

Should the School seek to employ supply staff via an agency, the agency must be able to confirm in writing that all the relevant vetting checks have been undertaken (at the point of confirmation of terms of supply).

1. The agency must confirm in writing what checks have been carried out and inform the School if there is anything that may be considered relevant in the context of safeguarding children.
2. The agency must provide evidence of the checks carried out on their central record.
3. The agency must ensure that the supply staff member is aware that they have to bring in their CRB Certificate, proof of qualifications (e.g. QTS Certificate) and identification documents (proving their name, date of birth, address etc.) on the first day of their supply work for the School.

The school reserves the right to terminate the contract with the agency and send home an agency staff member without notice should these terms of safer recruitment practice be breached by the agency or

the member of agency staff. In these instances, the school will not be liable for any charges connected to the booking.

Any queries relating to this Policy should be directed to the Human Resources Manager/Business Manager.

## **Rehabilitation of Offenders Act (1974)**

The nature of the job roles at the school means that applications are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).

This means that applicants will be requested and required to give details of all current (unspent) and 'spent' convictions or pending cases, cautions, bind-over orders, reprimands and final warnings (that are not eligible for filtering), including dates, the offences(s), sentences, and the court or police force which dealt with the offence, at the point of application (an application form must be completed).

Failure to make a full and accurate declaration by the applicant may result in the withdrawal of the job offer or, if subsequently discovered, to disciplinary action and/or dismissal.

Where a disclosure is made about a previous conviction or pending case, a detailed risk assessment on the applicant will be carried out to assess suitability.

Any offer of employment will always be made on a conditional basis, subject to the relevant checks being carried out and the receipt of satisfactory references.

### *Note:*

*1. Applicants do not need to declare any criminal record information that is now filtered under the Rehabilitation of Offenders Act 1974 as amended in 2013. Certain cautions and convictions are now considered 'protected' and therefore filtered from DBS checks. Further guidance on what is eligible for filtering can be found at: [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance).*

*2. It is the responsibility of the applicant to check if any convictions etc. are eligible for filtering and exempt from declaration.*

*3. Failure to disclose convictions (except those that are filtered), cautions, pending court, reprimands or orders during the recruitment process will result in the withdrawal of the job offer. If undisclosed cautions, convictions or charges pending are discovered after employment commences, disciplinary action/dismissal could ensue.*

*4. Any information provided will be kept confidential and will only be considered in relation to the job applied for.*

*5. It is an offence to apply, offer or accept to do work with children (paid or unpaid) if disqualified from working with children.*

*6. Any offer of employment will always be made on a conditional basis, subject to the relevant checks being carried out and the receipt of satisfactory references in accordance with our Safer Recruitment Policy.*



## **Safer Recruitment Policy Agreement**

### **Applicant/staff signature**

I have read, fully understand and agree to abide by the terms as set out in the Safer Recruitment Policy.

I confirm that the information that I have provided in my application is true and accurate. I understand that any attempt to deliberately pass on incorrect information may result in my employment being terminated.

Signature: ..... Date: .....

Print name: ..... Agency: .....  
(where appropriate)

Designation/position: .....