



PLATANOS TRUST

SAFER RECRUITMENT POLICY

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, the Platanos Trust and its schools. 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.

2017

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

1. 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 Trust and its schools.

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.

2. 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'*, *'Safeguarding Children and Safer Recruitment in Education'* and *'Working Together to Safeguard Children'*.

3. 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.**

4. Right to work in the UK

It is the Trust and its schools' 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 Trust/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.

Some of these documents provide ongoing evidence of the employee's right to work, others have to be checked annually. The Trust/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.

5. Vetting procedure

The recruitment of staff will follow government guidelines in line with documentation including '*Keeping Children Safe in Education*', '*Safeguarding Children and Safer Recruitment in Education*' and '*Working Together to Safeguard Children*'. 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 Trust/school. The Trust/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 DfE Teaching Regulation Agency's 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 Trust and its schools will only use agencies that rigorously check their supply staff. Staff joining the Trust and its schools will familiarise themselves with the Safeguarding and Child Protection policies.

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

6. 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 Trust/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).

7. Portability of DBS Disclosure Certificates

- If the DBS Disclosure Certificate held was processed for a similar job type, was an enhanced check, and is valid (i.e. no break in service longer than 3 months), then the Trust/school will need to see and verify the original documentation and full Certificate. Under the discretion of the Trust/school, no further application needs to be made. A DBS Update Service 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 break in service, then a new DBS Disclosure application will be made by the Trust/school.

8. Volunteers

- All Volunteers who have direct contact with children on a regular basis (a ‘regulated’ activity) will be required to have an enhanced DBS clearance **and** be checked against the DBS Barred List. These checks are required to be updated regularly and at least every three years.
- Volunteers who are **not** involved in a ‘regulated’ activity and under full time supervision by an employed member of staff may not necessarily require a DBS check. The Trust is not permitted by law to request a Barred List check in these instances.
- Under no circumstances will a volunteer be left unsupervised in a ‘regulated’ activity without an enhanced DBS check and Barred List check.
- 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.

9. Agencies/agency staff

Should the Trust or its schools 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 DBS 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.

10. 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.

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.

11. Disqualification by Association

Recruitment will take into account the DfE statutory guidance 'Disqualification under the Childcare Act 2006' and the *Childcare (Disqualification) Regulations 2009*, which requires that schools which

provide care for pupils under the age of 8 to ensure that staff and volunteers working in these settings are not disqualified from doing so under the regulations.

These regulations apply to Early Years provision and includes education and any supervised activity for a child from birth until 1st September following their 5th birthday. It applies to all provision for children in this age range during and outside school hours, including nursery and reception classes. The relevant regulations also apply to later years provision, which is any child above the reception age up until their 8th birthday, in the more limited circumstances of childcare that is provided outside of school hours including breakfast clubs and after school care. These regulations also apply to anyone who is responsible for managing Early Years provision and later years provision.

The Trust and its schools may not employ people to work in these early years settings or allow them to be directly concerned in their management, if they or others in their households are 'disqualified'. The grounds for disqualification are not only that a person is barred from working with children (included on the DBS children's barred list) but also include, that:

- They have been cautioned, convicted or charged with certain violent and sexual criminal offences against children and adults;
- 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;
- They are living in the same household where another person who is disqualified lives.

In line with the relevant regulation and as part of the pre-advertising preparation, the Trust/school should determine if the role to be advertised falls under the remit of the updated regulations.

Where the role is captured by the regulations a disclosure should be included in the application pack for completion by all applicants.

The Trust or each school with the provision as outlined above must keep a record of those appointments covered by the regulations, and the date disqualification checks were completed. This information should be held on the Single Central Register.

Personal information relating to the disqualification will be retained on the employee's personnel file.



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: