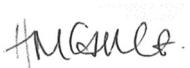


MANOR INFANT & NURSERY SCHOOL



RESPECTFUL **HAPPY** **RESILIENT**

Approval By: School Review Frequency: 3 years Next Review Due: September 2026 Last Review at the school: September 2023	
CHAIR OF GOVERNORS & HEADTEACHER TO COMPLETE	Helen Castle
Review Approved (signature): 	
Date Approved: September 2020	

Safer Recruitment Policy

Aim

The aim of this policy is to ensure the school follows all protocols to uphold the safety of the children in its care through a rigorous selection procedure. . This policy is in line with 'Keeping children safe in education' - statutory guidance for schools and colleges (KCSIE).

Purpose

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best applicants to vacancies in schools.
- Deter unsuitable candidates from applying for posts working with children and young people.
- Identify and reject those applicants who are unsuitable to work with children and young people.
- Ensure there is a robust process in place that sends out a clear message about the importance of safeguarding and safer recruitment in our schools.

The school will monitor any recruitment agencies, and ensure they comply with this policy, supplying written confirmation that all relevant checks have been satisfactorily completed.

There are some statutory requirements for the appointment of some staff in schools that must be met, notably headteachers and deputy headteachers.

New staff

When appointing new staff, the school will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). The school will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. The school will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent

The school will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where the school takes a decision that an individual falls outside of the scope of these regulations and the school does not carry out such checks, it will retain a record of the assessment on the individual's personnel file. This will include the evaluation of any risks and control measures put in place, and any advice sought.

The school will ask for written information about previous employment history and check that information is not contradictory or incomplete.

The school will seek references on all short-listed candidates, including internal candidates, before interview. The school will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

Potential employees will be interviewed by a panel of at least 2 people.

The interview panel will consist of at least one person who has attended safer recruitment training.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

If the school has concerns about an existing member of staff's suitability to work with children, all the relevant checks will be carried out as if the individual was a new member of staff. The school will also do this if an individual moves from a post that is not regulated activity to one that is.

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 school believes the individual has engaged in relevant conduct; or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

The school will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that the school would otherwise perform. The school will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

The school will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity

- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

The school will obtain the DBS check for self-employed contractors.

The school will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

The school will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, the school will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where the school decide that an individual falls outside of the scope of these regulations and the school does not carry out such checks, a record of the assessment will be retained. This will include the evaluation of any risks and control measures put in place, and any advice sought.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, the school will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, the school will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Volunteers

The school will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. The school will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where the school decides that an individual falls outside of the scope of these regulations and the school does not carry out such checks, a record of the assessment will be retained. This will include the evaluation of any risks and control measures put in place, and any advice sought.

Governors

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).