



# Brinsworth Whitehill Primary School

## Safer recruitment & the recruitment of ex-offenders policy

Staffing arrangements at Brinsworth Whitehill Primary School are organised to ensure children's needs are met, to safeguard children from harm and promote children's welfare.

Enhanced Disclosure and Barring Service (DBS) with list checks are obtained for everyone in regulated activity which includes unsupervised activities teaching, caring and supervising children and working in school. The reference number and date of issue of these is recorded and stored confidentially for all staff members employed directly by the school in a single central record. Access to this is available at all times when the school is open.

The school has written confirmation that partner agency professionals who may have unsupervised access to children in the school have safer recruitment procedures and appropriate DBS checks in place, for example, RMBC and NHS. Identity badges must be checked on arrival and worn.

School must not employ someone whom they know has been barred from working with children. People on the barred list are breaking the law if they seek work with children.

If supply staff are used, written confirmation will be obtained from the supply agency that the appropriate checks have been undertaken.

All students, volunteers and employees with DBS certificates must be included on the Single Central Record.

Please refer to;

- RMBC Recruitment procedures
- RSCB procedures
- Safeguarding Vulnerable Groups Act 2006 & Protection of Freedoms Act 2012
- Safeguarding Children and Safer Recruitment (DfE)
- <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

There are five main areas connected to recruitment and selection of employees, safer recruitment guidelines are followed for all centre and school posts;

- Analysing the Vacancy
- Advertising
- Short-listing
- Selection
- Appointment

At least one member of the panel must have attended Safer Recruitment training which is renewed every 5 years.

The final selection panel should be involved in all stages of the process. Only those involved in the short listing process can be actively involved in the selection/decision-making (minimum of two staff members).

## **Analysing the vacancy**

- Time should be set aside to plan and structure the recruitment process
- Review the need for the job
- Produce or amend the job and person profile, this should include short listing criteria.
- Be clear how the criteria are going to be assessed e.g. questions at interview, etc

## **Attracting applicants**

- Compose the advert, ensure this includes relevant safeguarding information – this will be done by Senior Leadership.
- Decide on the most appropriate media or source – external adverts are usually placed on the local authority website.
- Compile an information pack (if applicable).

Application packs will be available from reception or via email and should include; Application form, guidance notes for completion, covering letter specifying closing date and job and person profile. All people requesting an application pack will be logged. As part of safer recruitment procedures CVs are not accepted.

## **Short listing**

- Arrange a short listing meeting as near to the closing date of the advert as possible.
- Using the Short listing Matrix Form, consider all application forms using fair assessment criteria. Assess each applicant against the essential criteria, only short listing those who meet those criteria and who appear to be appointable from the application form. Applicants with a disability should be shortlisted if they meet the essential criteria.
- Contact the candidates and invite them to attend the selection process – complete an interview schedule.

In the event of a large amount of candidates meeting the essential criteria an additional assessment method may be used, e.g. a psychometric test, to reduce the list to a manageable number – advice in this area can be obtained from HR.

## **The selection process:**

- A standard set of questions should be developed which includes probing questions that explore safeguarding issues and other role related areas to explore each applicant's motives, attitudes and behaviour as well as skills and experience. Consideration should be given to positive and negative indicators around suitable personal behaviours for job roles.
- A face to face interview will be part of this process and, where possible, another tool e.g. participating in activities with children under observation.
- Electronically submitted application forms should be signed in person at interview
- Consider any information in the application form that they may need to be explored further e.g. unexplained gaps in employment history, self disclosed criminal history.
- RMBC record sheets should be used to record objective evidence about the extent to which each candidate meets the criteria – interview matrix.
- A pre-employment checks declaration should be completed at interview.

## Appointment

- Make a **CONDITIONAL** offer of employment subject to the receipt of satisfactory employment and safer recruitment checks – references, qualifications, enhanced DBS with list checks.
- All employees are required to sign up to the DBS update service which will be checked annually with consent.
- Obtain and check references for a successful candidate, at least two. It is good practice to follow up references with telephone calls to check any doubts, these can be confirmed in writing if required. It is good practice to seek confirmation of the details and responsibilities of the person's current/previous post as described in application forms and enquire about the applicant's background in relation to safeguarding. Reference requests should include a copy of the job and person profile. They should also ascertain whether a referee is aware of anything that might give rise for concern about the person's suitability to work with children, whether the person has been the subject of allegations about their behaviour towards children and if there has been any disciplinary action the person may have been subject to in relation to behaviour involving children. See RMBC reference form.
- Be very wary of 'open references' which just provides basic information, these shouldn't be used in isolation.

### **Pre-employment checks must be carried out;**

- Identity checks – original documents.
- Enhanced DBS with list checks (apply for and obtain certificate or check the update service when the candidate has an enhanced DBS certificate without list checks). The enhanced Disclosure and Barring Service with list checks certificate must be brought into school within 28 days of receipt otherwise the offer of employment could be withdrawn. A new DBS certificate with list checks can be obtained if there is a 3 month gap in service.
- If checking the update service a screen print should be taken and kept if the status is unchanged.
- 28 days after the DBS certificate has been requested the registered body can be contacted to ask if a certificate has been issued or not.
- A decision by the leadership team with responsibility for the recruitment as to the suitability of each student, volunteer and employee should be made when the DBS certificate is produced, see recruitment of ex-offenders section.
- The spelling of names and dates of birth on DBS certificates and identity documents must match
- If the candidate has been working overseas or has recently arrived to the country overseas criminal record checks must be sought – see Home Office website
- National Insurance Number – however, this isn't evidence of right to work in the UK
- References x2 – compare with information on application form
- Evidence of qualifications – originals.
- Status (if required for the post) e.g QTS.
- Eligibility to work in the UK – UK or EU birth certificate or passport or relevant visa stamp or work permit.
  
- Contact unsuccessful candidates – Chairperson should provide feedback when requested. Feedback should relate to the candidate's performance measured against the job and person profile.
- Submit details of the appointment to HR/update Yourself

Where details regarding appointments have been submitted to HR, it is important that any changes which may subsequently affect the appointment, e.g. change of start date, are reported using a New Starter Amendment Form.

### **Managing the completion of DBS forms**

The process for managing the completion of DBS checks involves;

- Obtain from HR
- Arrange for the completion of the relevant sections of the DBS Form
- The candidate brings the relevant identification documentation
- The countersigning officer should ensure that the candidate's form and documents are checked and complete the relevant section. The countersigning officer must be registered to do so.

Members of staff shouldn't be given a start date until both references, DBS and barred list checks have been seen and authorised by the leadership team.

Appointments should be made conditional on the person satisfactorily completing a probationary period – (see RMBC policy and procedures).

### **Documentation**

All documents required for the process can be found on the RMBC recruitment web page.

### **The process panel may consist of;**

Headteacher

Deputy Headteacher

Senior Leadership Team

Teacher with a Teaching and Learning Responsibility

School council representatives

## Recruitment of ex-offenders

It is a legal requirement that all registered bodies and prospective employers must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges registered bodies and employers who are Regulated Activity providers (including schools) to have a written policy on the recruitment of ex-offenders, a copy of which can be given to DBS applicants at the outset of the recruitment process.

This policy statement should be read alongside our Equal Opportunities policy.

### Policy Statement

1. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicant's suitability for positions of trust, Brinsworth Whitehill Primary comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
2. Brinsworth Whitehill Primary is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.
3. A summary of this written policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process by inclusion in the information pack for applicants.
4. We actively 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 all candidates for interview based on their skills, qualifications and experience.
5. As a Regulated Activity Provider (RAP) all paid employees at Brinsworth Whitehill Primary are in regulated activity and therefore subject to checks with DBS.
6. In relation to volunteers and contractors, we only request a DBS check after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
7. For those positions where a DBS check is required, all applications forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
8. We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent (under separate, confidential cover) to the Headteacher and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
9. We ensure that all those in our school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our HR service, registered body, the DBS etc.
10. 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 position sought could lead to withdrawal of an offer of employment.

11. We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
12. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment will be undertaken by the Governing Body with advice from HR and the Senior Leadership Team.