





SAFER RECRUITMENT POLICY

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Safer Recruitment Policy

VISION AND ETHOS

Chichester Free School will:

- **Nurture** children in a safe, happy and caring environment where positive behaviour is rewarded and sanctions for poor behaviour are fair, proportionate and designed to benefit the community as a whole
- **Challenge** children to recognise and respect one another so we all may learn and grow together. We will also challenge poor behaviour and poor standards which contribute to this. Such challenge requires courage on the part of all members of our community.
- **Inspire** children towards the highest standards of behaviour as the foundation for individual success and a culture of well-being, warmth and exciting futures

Chichester Free School's pastoral care is based on the four Cardinal Virtues of Wisdom, Temperance, Justice and Courage:

- **Wisdom** – The wisdom to recognise the importance of context, history, circumstance and intention in every act. We wish to create a culture where the contexts and circumstances of everyday life enable all members of our community to intend excellence in behaviour and achievement. The wisdom to praise effort as much as achievement and to find the right sanctions for each individual, rather than simply follow a checklist of punishments for misbehaviour.
- **Temperance** – To seek self-control so all members of the community act thoughtfully, internalising self-regulation, rather than giving in to impulse or always relying on others to set boundaries. We will be modest in asserting our own rights, prudent in exercising our energies, resilient when faced with difficulty, demonstrating humility and forgiveness in our dealings with others.
- **Justice** – To act fairly, finding evidence first, not fault. To recognise that behaviour is an act carried out by a person. Whether rewarding or punishing, we seek to build the character of the individual and the school through the just actions we take in response, and proactively in forming the culture of the school. To demonstrate justice every day in the respect we show for all members of the community and beyond, and for the material fabric of the school.
- **Courage** – The courage to challenge poor behaviour, speak up for minority groups, or those who are being mistreated and the courage to act in a just way despite the consequence for ourselves.

1 Introduction

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

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

2 Statutory Requirements

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. In addition all Governors must complete an enhanced DBS check before being allowed to take up their post. These requirements change from time-to-time and must be met.

3 Identification of Recruiters

There will be one suitably trained person on each selection panel for every appointment made within the school who will advise on child protection matters appertaining to interviewees, this person will have completed safer recruitment training provided by an appropriate body, such as the NSPCC.

4 Inviting Applications

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“Chichester Free School is committed to safeguarding and promoting the welfare of all its students and expects all staff and volunteers to share this commitment. All postholders are subject to a satisfactory enhanced DBS disclosure.”

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the selection procedure for the post;
- an application form.

And directed to read the following policies on the school’s website, with the expectation that questions will be asked about these policies at interview:

- the school’s child protection policy;
- the school’s recruitment policy (this document);

4.3 All prospective applicants must complete, in full, an application form.

4.4 All job descriptions will make reference to the responsibility for safeguarding and promoting the welfare of children; all person specifications will include reference to suitability to work with children and that this will be explored at interview

5 Short-listing and References

5.1 Short-listing of candidates will be against the person specification for the post

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

- 5.4 Referees will be approached for all short-listed candidates, including internal applicants, and will be sent the job description and person specification. A written reference will always be taken from the most recent employer. If the applicant is not working with children but has done so in the past an additional reference will be obtained from the employer by whom the applicant was most recently employed to work with children. Referees will be provided with a standard reference pro-forma that asks for general comments on the candidate's performance history and conduct.
- 5.5 No open references will be accepted and references will be obtained directly from referees.
- 5.4 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.7 Referees will always be asked specific questions about:
- the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.
- 5.8 School employees are entitled to see and receive, if requested, copies of their employment references.

6 The Selection Process

- 6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link). All interviewees will be questioned on their awareness of child protection issues.
- 6.3 Candidates will always be required:
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to explain satisfactorily any gaps in employment;
 - to declare any information that is likely to appear on a DBS disclosure;
 - to demonstrate their suitability to work with children and capacity to safeguard and protect the welfare of children and young people.
- 6.4 No one on the DBS Children's Barred List will be employed by Chichester Free School.

7 Employment Checks

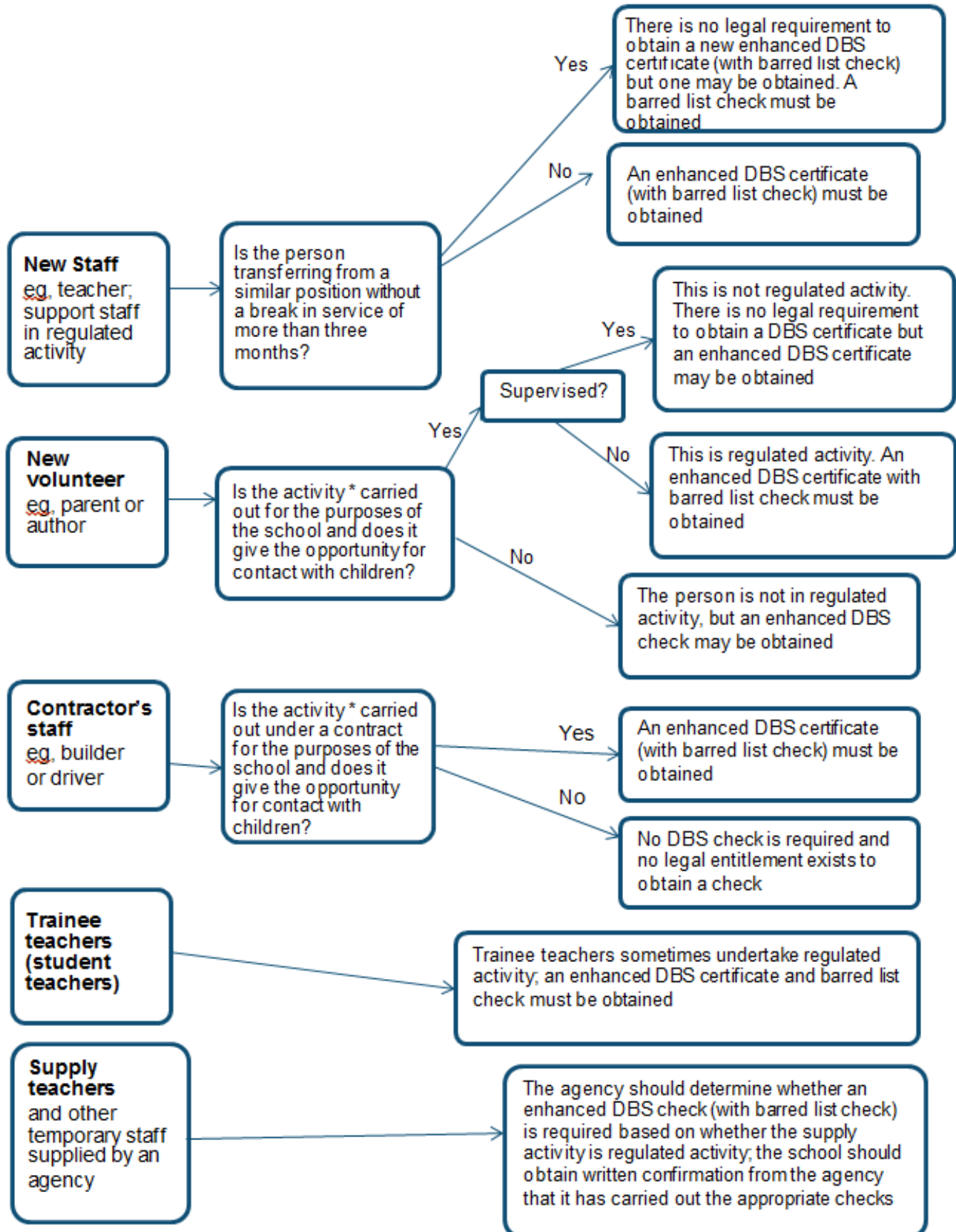
- 7.1 Chichester Free School will ensure that all successful applicants:
- have their identity verified, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available;

- obtain a certificate for an enhanced DBS check with barred list information where the person will be engaging in regulated activity;
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- are checked so that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;
- are mentally and physically fit to carry out their work responsibilities, so far as can reasonably be ascertained;
- hold the requisite professional qualifications and have passed the necessary induction. Proof must be provided from actual certificates, not photocopies
- have provided evidence to show their right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then we, should follow advice on the GOV.UK website; (if the person has lived or worked outside the UK, then make any further checks considered appropriate

- 7.2 Catering staff, overseas staff, any agency staff, trainee teachers, supply teachers, gap students, students on work experience at Chichester Free School, regular volunteers (weekly or more frequently), governors, contractors and taxi/coach drivers must either have enhanced DBS (or a declaration from the appropriate overseas police force) and have shown a birth certificate (not a photocopy) or not ever be allowed to be unaccompanied with students. Where supply agencies provide supply staff there must be written confirmation from the agency of the relevant person's DBS clearance and an identity check must be completed at School to ensure that same person on whom checks have been made is the one arriving to work at School on a supply basis. Where initial teacher training organisations provide trainee teachers, we will obtain written confirmation that the initial teacher training provider has carried out the relevant checks on trainee teachers who are fee-funded and that the provider has judged the trainee to be suitable to work with children.
- 7.3 Volunteers on an irregular basis who are not DBS checked cannot supervise students on a residential trip and cannot be the only supervisor of a solo student. (A named member of staff must be responsible for each person in that category). If a volunteer is not engaging in what "Keeping Children Safe in Education" (September 2016) describes as 'regulated activity', then Chichester Free School should undertake a risk assessment and use professional judgement and experience when deciding whether to seek an enhanced DBS check. We will consider: the nature of the work with children; what we know about the volunteer, including formal or informal information offered by staff, parents and other volunteers; whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and whether the role is eligible for an enhanced DBS check.
- 7.4 Supervised volunteers have been removed from the category of regulated activity following The Protection of Freedoms Act 2012 amending the Safeguarding Vulnerable Groups Act 2006. If the volunteer is to be supervised while undertaking an activity which would be regulated activity if it was unsupervised, then statutory guidance must be followed. The guidance issued following this change requires that: there must be supervision by a person who is in regulated activity; the supervision must be regular and day to day; and the supervision must be "reasonable in all the circumstances to ensure the protection of children".
- 7.5 Chichester Free School is not legally allowed to request a barred list check on a volunteer who, because they are supervised, is not in regulated activity.

- 7.6 The Principal will be required to complete a Pre-Employment Disclosure Risk Assessment Form (Appendix 1), for any individual who shall be employed or engaged as staff member or volunteer in regulated activity prior to receipt of DBS clearance. This will only be in the most exceptional instances and in any case will require the individual concerned already to have made application to the DBS and provided identification documents.
- 7.7 Any contract requiring a contractor to employ staff to work with, or provide services to students, will require the contractor to implement measures to fulfil the requirements of this policy.
- 7.8 Assurances will be obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's students on another site.
- 7.9 Proof of identity will be obtained from a photo identity (driving licence or passport) from all employees without exception and a copy will be kept on file. Exam and degree certificates and/or certificates of professional qualifications will be requested from all employees for whom this is appropriate and copies will be kept on file.
- 7.10 Teaching duties and others defined as 'regulated activity' in "Keeping Children Safe in Education" (September 2016) cannot be taken up before a DBS check is complete; other duties not defined as 'regulated activity' require the School to undertake a risk assessment and use professional judgement and experience when deciding whether to seek an enhanced DBS check. In either case an original birth certificate must have been produced.
- 7.11 There is no requirement to obtain an enhanced DBS check if, in the three months prior to beginning work in their new appointment, the applicant has worked: in a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006; or in a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18. But Chichester Free School may request an enhanced DBS check with barred list information should there be concerns and bearing in mind the duty schools are under not to allow a barred person to work in regulated activity.
- 7.12 All teaching staff, and those engaged in 'teaching work', will have their right to teach checked by use of the Government's 'Employer Access Online' service. The Prohibition from teaching check must be completed for everyone engaged in 'teaching work', whether a qualified teacher or not; and recorded on the Single Central Record. The NCTL's Teacher Services system (previously known as the Employer Access Service) provides restriction information about teachers from the European Economic Area (EEA), and these checks must be recorded for staff from these countries.
- 7.13 The DBS Update service allows for vetting checks to have 'portability', that is to say to be taken from one employer to another, as long as the person has registered with the update service at the point the check was received or within 19 days of receiving it. The revised '*Keeping Children Safe in Education September 2016*' says:
'Before using the Update Service schools or colleges must
- a. obtain consent from the applicant to do so;
 - b. confirm the certificate matches the individual's identity; and
 - c. examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information?.

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

7.14 All relevant staff at Chichester Free School will be required to provide relevant information to satisfy the requirements of 'Disqualification by association', as all relevant staff could come into contact with children aged 8 or under in the course of their duties.

The supplementary advice on childcare disqualification requirements states that:

"In addition to inclusion on the Children's Barred List, the wider disqualification criteria include:

- being cautioned for or convicted of certain violent and sexual criminal offences against children and adults;
- grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering;
- living in the same household where another person who is disqualified lives or works (disqualification 'by association').

When requesting information the School will require:

- details of any order, determination, conviction, or other ground for disqualification from registration under the Childcare (Disqualification) Regulations 2009;
- the date of the order, determination or conviction, or the date when the other ground for disqualification arose;
- information about the body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
- a certified copy of the relevant order (in relation to an order or conviction).

Any relevant information passed to the school must be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the school became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries.

7.15 If a new appointee is to occupy a management post as an employee, is to be a trustee of Chichester Free School or Sussex Education Trust, or is to be a governor the School will check whether the individual has been barred by the Secretary of State, through a section 128 direction, from taking part in the management of an independent school, which includes academies and Free Schools. A check for a section 128 direction can be carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction. This may be done through the DBS barred list checking process which now includes bars from taking part in management, except when the individual is not in regulated activity, in which case the NCTL prohibitions list must be used instead (this list is obtained from the Employer Access website by direct download, not through the search function).

8 Induction

8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

All staff new to the School will be required to read the School's Child Protection policy, Part 1 of *Keeping Children Safe in Education (September 2016)*, the School's Behaviour Policy, Procedures for Praise and Sanctions and the School's Guidance on Safe Working Practice. All of these documents will be provided at the commencement of employment and once a year when updated. All staff must contact the Principal as Deputy Designated Person for Child Protection to confirm that they have read these three documents.

8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).



8.3 All appointments will be subject to a probationary period and receipt of two satisfactory references.

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Appendix 1

<p>CHICHESTER FREE SCHOOL</p> <p>Pre-Employment Disclosure Risk Assessment Form</p>

Please ensure that all details recorded on this form are accurate and that the form is signed.

This form **MUST** be completed by the Principal where newly recruited staff or volunteers, who require Disclosure & Barring Service clearance, commence their duties before DBS clearance is received (*)

* Scanned or email copies will only be accepted if they have been signed by both parties.

Name of Candidate:		Post Title:	
EYFS or KS:		Workplace:	
		Start Date Proposed:	

Please describe the nature of the work and the general duties of the job role? (Please also include amount of contact with vulnerable parties, frequency of contact and intensity of contact).		
Please describe below the arrangements in place for supervision whilst waiting for DBS clearance. <i>(supervision is required & if this cannot be accommodated, the start date must be delayed until DBS clearance has been received).</i>		
Will the position involve working with:-		
Children	Vulnerable Adults	Both
Have 2 satisfactory references been received? <i>(2 satisfactory references must be received in order for a DBS risk assessment to be considered)</i>		
Has the individual submitted a completed DBS Application Form with relevant identification? <i>(This is a requirement in order for the DBS risk assessment to be considered)</i>		
What additional safeguard arrangements will be put in place (if any) whilst waiting for DBS clearance to be received?		



Has the individual declared any convictions/cautions/reprimands/warnings? Circle Yes or No.
(Please note that the DBS Disclosure will record all spent and unspent information regardless of how long ago they occurred)

Yes

No

If so, are the offences relevant to the post and the proposed contact with the vulnerable parties?

Is there a pattern of convictions?

How long ago did the offences occur?

Have the individual's circumstances changed? (If so, please explain)

Following the Risk Assessment, is this individual suitable to commence employment? (Overall assessment and comment required – Low/Med/High Risk)

Risk Assessment conducted: _____ Signature

(Appointing SLT/Officer/Principal):

Date: _____

Signed New Appointee: _____

Date: _____