



THE LIMES

PRIMARY ACADEMY

'Growing Learners for Life'

Safer Recruitment Policy

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On behalf of:	Local Governing Body

Collaboration Curiosity Responsibility Resourcefulness Resilience Reflectiveness



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. Identification of Recruiters

Subject to the availability of training, the academy will maintain a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures. At least one Governor will undertake the accredited training and will support the process at shortlisting and/or interview stage.

3. Inviting Applicants

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

“The academy is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.”

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

- job description and person specification;
- the academy’s safeguarding and child protection policy;
- the academy’s recruitment policy (this document);
- the selection procedure for the post;
- an application form.

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

4. Short listing and References

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

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

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

4.4 Where necessary, referees will be contacted by telephone or email to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

4.5 Where necessary, previous employers who have not been named as referees will be contacted to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

4.6 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.

4.7 Academy employees are entitled to see and receive, if requested, copies of their employment references.

5. Secretary of State Prohibition Orders (teaching roles)

5.1 In all cases where an applicant is to undertake a teaching role of any kind a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at the shortlisting stage but will in any case be made before a firm offer of employment is made.

5.2 Prohibition orders prevent a person from carrying out teaching work in schools, academies, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

5.3 Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the National College for Teaching and Leadership (NCTL). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

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). At least one member of the panel will have undertaken Safer Recruitment Training.

6.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS check;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7. Employment Checks

7.1 All successful applicants are required (see Appendix 1 – Safer Recruitment Checklist):

- to provide proof of identity
- to complete a DBS application via Strictly Education and receive satisfactory clearance
- have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable
- to pass a prohibition from teaching check (where appropriate)
- to provide actual certificates of professional qualifications, as deemed appropriate by the academy
- to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role
- to provide proof of their right to work in the United Kingdom
- to complete a childcare disqualification declaration (where required)

7.2 Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status (See Appendix 2 – Right to Work Checklist).

All applicants invited to attend an interview at the academy will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification required for the position and claimed in their application form.

7.3 Fitness to undertake the role

A confidential pre-employment health questionnaire must be completed to verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health to establish whether they have the physical and mental capacity for the specific role.

7.4 Individuals who have lived or worked outside the UK

When appointing a UK citizen who has lived overseas or a non UK citizen, a Certificate of Good Conduct must be obtained (where possible) from the embassy of the country the applicant has specified they have spent a significant period of time in. This must happen where the applicant has lived or worked (including studying) in a foreign country for a period of 6 months within the last 5 years.

There are a number of exemptions to this:

- If the applicant is currently employed by the academy and has already provided the certificate, which can be used for future appointments providing that there is no break in service.
- Applicants that have spent time overseas as part of Her Majesty Service i.e. Army, Navy, Airforce.
- Applicants that are seeking asylum will be unable to provide such documentation, as contacting the embassy may jeopardise their safety.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

Any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed.

If an applicant is unable to obtain a Certificate of Good Conduct then a Risk Assessment Form must be completed and signed off. All other pre-employment checks must be completed.

7.5 Childcare Disqualification Declaration

Where relevant, all applicants must complete a self-declaration form provided by the academy in relation to the Childcare Disqualification Regulations 2009. This is to cover circumstances where the individual has a conviction that may result in them being barred from working with children.

This applies to:

- Early Years Provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after academy care provided by the academy) both during and outside of academy hours for children in the early years age range; and
- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the academy outside of academy hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during academy hours (including extended academy hours for co-curricular learning activities, such as the academy's choir or sports teams) but it does include before academy settings, such as breakfast clubs, and after academy provision.

8. Offer of appointment

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, medical checks, prohibition checks, childcare disqualification checks and waivers, copies of qualification and proof of identity.

9. Single Central Record

The academy must keep a single central record, referred to in the regulations as the register. The single central record must cover all staff (including supply staff, and teacher trainees on salaried routes) who work at the academy. Confirmation that these checks have been carried out along with the date the check was undertaken/obtained must be logged on this record for all employees of the academy.

10. Induction

- 10.1** The academy recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The academy will therefore provide ongoing training and support for all staff.
- 10.2** All staff who are new to the academy will receive induction training that will include the academy's safeguarding policies and guidance on safe working practices.
- 10.3** Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

Appendix 1

The Limes Primary Academy

Safer Recruitment Checklist



Name of applicant:	
Position applied for:	

Before Interview	
Job advertisement Making clear our commitment to safeguarding and promoting the welfare of children.	
Job Description Clearly and accurately setting out the duties and responsibilities of the job role.	
Person Specification Detailing the skills, experience, abilities and expertise that are required to do the job. The person specification should include a specific reference to suitability to work with children.	
Application Form Complete, signed form, including declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. The employment history has no unexplained gaps.	
References Minimum of two, from persons other than family. One from current or most recent employer. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.	

At Interview	
Identification Original photo identification needed. Photocopy taken, signed and dated by member of SLT/SBM.	
Qualifications Original certificates etc. for qualifications relevant to job, as stated in application form. Photocopy taken, signed and dated by member of SLT/SBM.	

For unsuccessful candidates, all copies of documents will be destroyed within 6 months of the date of the interview.

Following offer of employment, but before starting date	
Identification, qualifications and references All 'Before' and 'At Interview' requirements are met, including qualifications.	
Right to Work Verification of the applicant's right to work in the UK – plus completion of the Right to Work checklist.	
Right to Work for those having lived or worked outside of the UK Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK	
Address Original evidence of address (as per DBS requirements). Photocopy taken, signed and dated by member of SLT/SBM.	
Signed contract Incorporating standard terms and conditions of employment.	
Enhanced DBS The receipt of an enhanced disclosure from the DBS which is considered to be satisfactory. The email confirmation to be printed and then signed and dated when the original certificate is seen.	
Children's Barred List Check Confirmation that the applicant is not named on the Children's Barred List, i.e. that the applicant is not subject to a direction under section 142 of the Education Act 2002 - eyes on DBS and email signed and dated as above.	
Disqualification under the Childcare Act Confirmation that the applicant is not disqualified under the Childcare Regulations 2009, this includes by association.	
Health Check Verification of the applicant's medical fitness for the role.	
For positions which involve 'teaching work':	
Prohibition Check being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition and being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body (see policy for full details)	
For positions which involve management of the school:	
Section 128 Check confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school	

Start date:	
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I verify that these checks have been carried out and that the associated evidence is filed in the applicant's personnel file.

Signed:	Office Manager	Date:	
Signed:	Headteacher	Date:	

Appendix 2



Right to Work Checklist

Name of person:		
Date of check:		
Type of check:	Initial check before employment	Follow-up check on an employee

✓ **Please tick the appropriate**

Step 1 Obtain	
<ul style="list-style-type: none"> • You must obtain original documents from either List A or List B of acceptable documents. 	
List A	Please tick
1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.	<input type="checkbox"/>
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.	<input type="checkbox"/>
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.	<input type="checkbox"/>
4. A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.	<input type="checkbox"/>
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.	<input type="checkbox"/>
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.	<input type="checkbox"/>
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>
8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>
10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>
List B Group 1	Please tick
1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.	<input type="checkbox"/>
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the	<input type="checkbox"/>

UK and is allowed to do the work in question.	
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.	
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	
List B Group 2	Please tick
1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.	
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.	
3. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.	

Step 2 Check			
<ul style="list-style-type: none"> You must check that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering. 			
1. Are photographs consistent across documents and with the person's appearance?	Yes	No	N/A
2. Are dates of birth consistent across documents and with the person's appearance?	Yes	No	N/A
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes	No	N/A
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	Yes	No	N/A
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes	No	N/A
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes	No	N/A

Step 3 Copy	Please tick
<p>You must make a clear copy of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain:</p> <ol style="list-style-type: none"> 1. Passports: any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question. 2. All other documents: the document in full, both sides of a Biometric Residence Permit. 	
<p>You must also record and retain the date on which the check was made.</p>	

Know the type of excuse you have		Please tick
<p>If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.</p> <p>The documents that you have checked and copied are from:</p> <ol style="list-style-type: none"> 1. List A: You have a continuous statutory excuse for the full duration of the person's employment with you. You are not required to carry out any repeat right to work checks on this person. 2. List B: Group 1 You have a time-limited statutory excuse which expires when the person's permission to be in the UK expires. You should carry out a follow-up check when the document evidencing their permission to work expires. 3. List B: Group 2 You have a time-limited statutory excuse which expires 6 months from the date specified in your Positive Verification Notice. This means that you should carry out a follow-up check when this notice expires. 		
Date follow-up check required:		
Documents checked by:		
Date:		