**BATHFORD CHURCH SCHOOL**

**Safer Recruitment and Selection Policy**

**Bathford Church School is committed to safeguarding and promoting the welfare of children at all times.**

**Recruitment Documentation**

**The School’s Safeguarding Children policy statement is included in all recruitment documentation.**

**Letters of invitation to interview should contain a clear reminder that candidates’ suitability to work with children will be explored.**

**References**

**Two references -**

* One from last employer (may be followed up by telephone call to verify the identity of the author and checking any missing facts (if applicable)). A note of this discussion may be retained on the personnel file, signed and dated by the enquirer.
* References received by e-mail or fax must be verified also. In all cases of verification a note should be made, dated and initialled, and retained on the personnel file.
* Open references are not acceptable and applicants cannot bring a reference with them.
* A school is required to check that employment agencies have obtained references. Where staff are recruited to the school via an agency, copies of references will suffice provided they are recent, and there has not been a break in service of 3 months or more. Best practice is to seekfresh references.
* Ideally references will be available to support the interview process. Confirmation of appointment is contingent on two satisfactory references, and this should be made clear in any job offer and put in writing. It is recommended that schools keep outstanding references under review and chase on a weekly basis. Should a reference remain outstanding after four weeks, the job offer should be reviewed and advice should be sought from Human Resources

**Identity and Qualifications**

* Candidates to bring evidence of identity, right to work in the UK and any qualifications essential to the job, to interview. Copies must be taken in school and verified to confirm the originals have been seen (this requires a signature, title and date). These must be retained on the personnel file if appointed.
* Schools must check that teachers are registered with the Teacher Agency.
* E-mails confirming medical clearance and satisfactory disclosure must be retained on the personnel file

**School Personnel Files**

An organised, personnel file must be set up for the successful applicant. This should include the following recruitment documents, where applicable:

* Safer Recruitment Checklist – see Schools HR Intranet
* Application form
* Job description and personnel specification
* Clearance letters/e-mails – ISA Barring List check (formerly List 99), DBS, Medical, GTC/Teacher Agency
* 2 references
* copies of identity documents (to be kept in a sealed envelope)
* evidence of right to work in the UK (Legal Requirement) sponsorship/leave to remain
* copy of all qualification certificates where qualifications are an essential requirement of the job (including QTS, skills certificates)
* Probation Review Form (support staff)
* Induction Report (NQT)
* Signature evidencing that employee has read School’s Safeguarding Policy

Personnel files must be organized and kept in a secure, lockable filing cabinet or storage room. Access must be monitored and limited.

**Enhanced DBS**

* All staff have an Enhanced DBS
* Portability should only be accepted where there is no gap in employment and must be verified with a previous employer
* The school is aware that a new DBS is required where there is a gap of 3 months of more in continuous employment
* The school is aware the a new DBS is required where the previous check only related to vulnerable adults

\*Where there is no option but to start an employee prior to DBS clearance, any prospective employee, worker or volunteer must be checked against the ISA Barring Lists (formerly List 99), prior to starting in the school. A comprehensive risk assessment must also be undertaken, signed by the head teacher and employee, to be retained on their personnel file. Schools must continue to monitor both the impact of the risk assessment and receipt of clearance, and contact HR for advice if nothing has been heard for six weeks.

Where there is no option but to start an employee prior to DBS clearance, any prospective employee, worker or volunteer must be checked against the ISA Barring Lists (formerly List 99), prior to starting in the school. A comprehensive risk assessment must also be undertaken, signed by the head teacher and employee, to be retained on their personnel file. This is available from the Schools Human Resources Services. Schools must continue to monitor both the impact of the risk assessment and receipt of clearance, and contact HR for advice if nothing has been heard for six weeks.

* Portability should only be accepted where there is no gap in employment and must be verified with a previous employer
* The school is aware that a new DBS is required where there is a gap of 3 months of more in continuous employment
* The school is aware the a new DBS is required where the previous check only related to vulnerable adults

\*Where there is no option but to start an employee prior to DBS clearance, any prospective employee, worker or volunteer must be checked against the ISA Barring Lists (formerly List 99), prior to starting in the school. A comprehensive risk assessment must also be undertaken, signed by the head teacher and employee, to be retained on their personnel file. Schools must continue to monitor both the impact of the risk assessment and receipt of clearance, and contact HR for advice if nothing has been heard for six weeks.

**Background checks for volunteer groups/peripatetic staff**

Background checks must be undertaken for anyone working in a school – including volunteers, specialist sports coaches, peripatetic music teachers, visiting instructors, governors who have regular, unsupervised access to children. Any external agency on the school site, during the school day, with unsupervised access to children must be checked (e.g. contractors, breakfast clubs). However, only those appointed by the school should be recorded on the SCR as they are the direct responsibility of the school. Contractors and LA personnel providing a service to schools are the responsibility of the supplier. The LA is also inspected on their record of checks on workers, providing a service to young people and visiting schools on a regular basis, with contact with children. Schools must seek the assurance as part of awarding the contract, or commissioning the work, that the checks have been undertaken, and check their ID photo card. No details need to be recorded on the school record. Students undertaking work experience must be supervised at all times, and need not be checked.

**Ofsted Inspection and the Single Central Record**

All schools are required to have a single central record of recruitment and vetting checks covering all staff and others identified by the school as having regular contact with children. This is the first part of any Ofsted inspection and schools should be aware that if there are any gaps in the record, the consequences on the final judgment are likely to be severe.

* Is one Single Central Record (SCR) of staff (including temporary staff, supply staff and volunteers) in place?
* Does it record the names, addresses and dates of birth of all members of staff (including supply staff, temporary staff and volunteers)?
* Does it show the identity checks made, the date of the check and who carried it out?
* Does the school have evidence that where supply staff are engaged, the necessary checks have been made? “Supply teaching agencies are required to ensure that they obtain or apply for enhanced disclosure for all supply teachers they recruit, before placing them in a school. Schools must have confirmation in writing from the agency that the correct checks have taken place. The school does not have to see these checks unless there is information contained in the DBS disclosure. The school must carry out identity checks to confirm that the individual who arrives at the school is the person whom the agency intends to arrive there.”\* The single central record will show the date on which this check was made and by whom it was carried out.
* Supply staff employed directly by the school are treated like any other staff.
* Does the single central record identify whether qualifications are legally required for the post, and if they are does it identify the checks made of the qualifications, the date evidenced and who carried it out?
* Does it show that all staff have either been checked against ISA Barring Lists or that they are DBS checked and does it show the date of the check and who carried it out?
* Does the single central record show that ALL staff who have regular contact with children and who have been employed since March 2002 have an enhanced DBS check? Is there a record of the date when the school was shown it, and does it record the name of the person to whom it was shown?
* Does it show that ALL staff appointed to the school since May 2006, whether or not they have regular contact with children, have an enhanced DBS check? Again, is there a record of the date when the school was shown it, and does it record the name of the person to whom it was shown?
* Where a school is awaiting the outcome of a DBS does the school ensure the individual is supervised, has an ISA Barring List Check and a Risk Assessment been completed by the Headteacher.
* Does the single central record contain evidence of “permission to work” for those who are not nationals of a European Economic Area country? It should show the date when the school saw this permission
* Does the single central record show that, where required, further overseas criminal records checks have been made, the date on which a response to these checks was received and who in the school saw them. “..criminal record information should be sought from countries where individuals have lived or worked….There are reciprocal DBS arrangements with 22 countries and some embassies provide certificates of good conduct.”\*.
* Does each entry on the single central record have the name of the person carrying out the checks?

Reviewed and approved: 22 January 2018