



Safer Recruitment Policy

Date of last review:	2023	Review period:	3 Years
Date of next review:	2026	Written by:	Rebecca Garratt
Type of policy:	Non-statutory	Committee:	Finance & Resources
Signature:			

It is vital that Wyre Forest School Governing Body creates a culture that safeguards and promotes the welfare of children in our school. As part of this culture, it is important that we adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment or volunteering opportunities in our setting.

Recruitment – interview panels

At least one person conducting any interview for any post at the school will have undertaken safer recruitment training. This will cover, as a minimum, the contents of Keeping Children Safe in Education, and will be in line with local safeguarding procedures.

Recruitment and selection process

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training. We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising (adverts to be posted for at least 2 weeks)

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children.
 - That safeguarding checks will be undertaken.
 - The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children.
 - Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.
- Ensure we make it clear that we will carry out a google/linkedin search to help identify any incidents or issues that have happened and are publicly available online.
- All successful candidates will be required to subscribe to the DBS update service as part of their employment contract.

Application forms (external & internal)

Our application forms are the Worcestershire County Council forms and comply with KCSiE 2023 expectations:

- It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

- Include a copy of, or link to, our child protection and safeguarding policy and to this Safer Recruitment Policy’.
- Reiterate all successful candidates will be required to subscribe to the DBS update service as part of their employment contract.

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them. These will be recorded to discuss at interview if shortlisted.
- Explore all potential concerns.
- We shortlist against the Job Description and Person Specification.

Internal staff will be treated the same as external candidates and will only be shortlisted if they meet the Job Description and Person Specification.

Once we have shortlisted candidates, we will ask external shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
- Sign a declaration confirming the information they have provided is true – where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

Shortlisting Record Form

THIS FORM SHOULD BE COMPLETED INDIVIDUALLY BY ALL MEMBERS OF THE SHORTLISTING PANEL AND THEN IN SUMMARY FORM BY THE CHAIR OF THE SHORTLISTING PANEL, AND BE RETAINED FOR REFERENCE PURPOSES FOR AT LEAST 12 MONTHS TOGETHER WITH THE PERSON SPECIFICATION, JOB DESCRIPTION AND APPLICATION FORMS.							Shortlisting Panel Form completed by Date			
Panel Title:										
Reasons for Decision [with details]										
No.	Name of Candidate	Short-listed YCSMO	Relevant qualifications	Appropriate experience	Appropriate availability	Information on form	Gaps in service	Medical Disabilities	Family relationships	Are References Appropriate

Seeking references and checking employment history (2 weeks prior to interview)

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview. When seeking references, we will:

- Not accept open references.
- Liaise directly with referees and verify any information contained within references with the referees.
- Ensure any references are from the candidate’s current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations.
- Obtain verification of the candidate’s most recent relevant period of employment if they are not currently employed.
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children.
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate.

- Resolve any concerns before any appointment is confirmed.

The following forms are completed for each candidate to check the references fully.

Safer Recruitment Employment History & References

Name	
Post Applied for:	
Date	

Referee 1 – must be from current or latest place of work.			
	Confirm Y/N	Who validated	Date
Name			
Position (is this appropriate?)			
Have we made verbal contact with them to confirm the reference, and was the reference received from a valid email address?			
1. Did they complete the WFS reference form fully?			
2. If they completed their own reference form does it state: a) There are no disciplinary sanctions against the applicant – including details of any investigations or unresolved matters, and the nature of the alleged offences. b) There are no expired disciplinary sanctions, allegations or concerns raised against the applicant, involving issues relating to the safety and welfare of children or young persons. c) They were not dismissed. d) The reason why they left. e) They know no reason why the applicant should not work with children. f) They know no reason why this applicant should not be employed in this post.			
3. Where the reference does not fulfil compliance in Point 2, have we confirmed through a verbal reference that this is the case and asked them to agree what was said via email?			

Referee 2			
	Confirm Y/N	Who validated	Date
Name			
Position (is this appropriate?)			
Have we made verbal contact with them to confirm the reference, and was the reference received from a valid email address?			
1. Did they complete the WFS reference form fully?			
<p>2. If they completed their own reference form does it state:</p> <p>a) There are no disciplinary sanctions against the applicant – including details of any investigations or unresolved matters, and the nature of the alleged offences.</p> <p>b) There are no expired disciplinary sanctions, allegations or concerns raised against the applicant, involving issues relating to the safety and welfare of children or young persons.</p> <p>c) They were not dismissed.</p> <p>d) The reason why they left.</p> <p>e) They know no reason why the applicant should not work with children.</p> <p>f) They know no reason why this applicant should not be employed in this post.</p>			
3. Where the reference does not fulfil compliance in Point 2, have we confirmed through a verbal reference that this is the case and asked them to agree what was said via email?			

If the person has worked with children previously but not given that workplace as a reference, we must ask the applicant to add this place of work as a reference.			
	Confirm Y/N	Who validated	Date
Have we made verbal contact with them to confirm the reference, and was the reference received from a valid email address?			
1. Did they complete the WFS reference form fully?			
<p>2. If they completed their own reference form does it state:</p> <p>a) There are no disciplinary sanctions against the applicant – including details of any investigations or unresolved matters, and the nature of the alleged offences.</p> <p>b) There are no expired disciplinary sanctions, allegations or concerns raised against the applicant, involving issues relating to the safety and welfare of children or young persons.</p> <p>c) They were not dismissed.</p> <p>d) The reason why they left.</p> <p>e) They know no reason why the applicant should not work with children.</p> <p>f) They know no reason why this applicant should not be employed in this post.</p>			
3. Where the reference does not fulfil compliance in Point 2, have we confirmed through a verbal reference that this is the case and asked them to agree what was said via email?			

Internal references

We will seek references from a member of the SLT or Pathway Leader **who will complete the official Worcestershire Reference Form**. The internal applicant will also have the following completed by their Line manager (must be different to the person completing the Worcestershire Reference Form) and the reference check form completed.

INTERNAL APPOINTMENT STAFF EVALUATION FORM

The purpose of this report is to ensure the best person for the role amongst several suitable candidates is selected. **Please complete and return to Tracey Birch ASAP.**

Staff Name:	Completed By:
Date:	Position:

Rating 1 = Excellent 2 = Good 3 = Satisfactory 4 = Poor 5 = Very Poor

Qualities and skills	Rate	Additional Comments / Information
Timekeeping, reliability, attendance		
Initiative and adaptability		
Enthusiasm and interest		
Positive relationship with pupils		
Positive relationship with staff		
Contribution to team		
Able to fulfil instructions		
Works Safely		
Future asset in your class / school potential to make significant contribution		
Willingness to contribute above and beyond		
Areas for development		
Motivated and able to organise and prioritise work.		
Any other information e.g. value to pupils, areas for development etc (Continue on reverse if required)		

Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently and ask candidates to explain this.
- Ask about past disciplinary action or substantiated allegations where appropriate.
- Find out what attracted the candidate to the post being applied for and their motivation for working with children.
- Explore their skills and ask for examples of experience of working with children which are relevant to the role
- Explore any potential areas of concern to determine the candidate's suitability to work with children.
- Record all information considered and decisions made.
- *Discuss any family relationships (blood and/or marriage) and what this means for line management and non-bias and equality. This will be recorded on the interview notes.*
- All information will be recorded and candidate answers scored.

INTERVIEW SHEET

Name:	Role:	Date:	Interview Panel:
Gaps in history/ change of employment etc			
Further clarification from references and/or application			
Family Relationships			
Medical/Disability			
Task	Questions/discussion	Score	
Question	Notes	Score (5 fully answered – 0 not answered)	
Total			

Matrix Record Score Sheet

	Task	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Total
Candidate 1									
Candidate 2									
Candidate 3									

Interview Record Form

<p>THIS FORM SHOULD BE COMPLETED BY THE CHAIR OF THE INTERVIEWING PANEL, AND BE RETAINED FOR REFERENCE PURPOSES, WITH OTHER PAPERS RELATING TO SHORTLISTED CANDIDATES' APPLICATIONS, FOR AT LEAST 12 MONTHS FROM THE DATE OF THE OFFER OF APPOINTMENT.</p>								Interviewers' Names		
Post Title:				Interview Date:				Form completed by Date		
Reasons for Decision (with details)										
No.	Name of Candidate	Successful YES/NO	Insufficient Knowledge	Inappropriate Experience	Lack of skills / abilities	Information on form	Gaps in service	Medical Disabilities	Family relationships	Are References Appropriate

Pre-appointment vetting checks.

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals'

personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity.
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service.
- The expectation at WFS is all new staff sign up to the update service.
- 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. We will keep a copy of this verification for the duration of the member of staff's employment and for 6 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. Where available, these will include:
 - For all staff, including teaching positions: criminal records checks for overseas applicants.
 - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked.

We 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 we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

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

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more.
- A new DBS will be sought whenever an existing member of staff takes on a new role and it would be desirable to subscribe to the DBS update service as part of their employment contract.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe 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.

This will be done in conjunction with the LADO.

Each year staff will be asked to sign an annual declaration regarding their DBS status.

Family members

At WFS family members (blood and/or marriage) will not be interviewed, line managed or have performance management completed by their relation. WFS seeks staff to be open, honest and professional at all times and failure to do so could lead to disciplinary. Staff are made fully aware of scenarios where it could place them in a difficult position, e.g., never being the only two staff together with a child.

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the

same person on whom the checks have been made.

Contractors

We 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.

We will obtain the DBS check for self-employed contractors.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity unless there are no pupils on site.

We 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, we 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 we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our 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, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we 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

We 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. We 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 we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our 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).

All governors will also have the following checks:

- Identity.
- Right to work in the UK.
- Other checks deemed necessary if they have lived or worked outside the UK.

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm. We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

FLOWCHART OF DISCLOSURE AND BARRING SERVICE CRIMINAL RECORD CHECKS AND BARRED LIST CHECKS

