



RIPPLEVALE
SCHOOL

Safer Recruitment Policy

Staff Responsible: Headteacher

Approved by:

Date:

Last reviewed on: Jan 22

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Full Name of Policy	Safer Recruitment	
Name and Post of Person/s Responsible	Jane Norris – Headteacher	
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Policy Approved by Cavendish Education	Date	Signature

Safer Recruitment Policy

Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children and young people in education. Ripplevale School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment. Ripplevale School takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Safer Recruitment Policy.

Aims and Objectives

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff. The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process. The policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Ripplevale School.

Roles and Responsibilities

It is the responsibility of Cavendish Education to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with any DfE guidance and legal requirements.

It is the responsibility of the all staff and other Managers involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people and young people at every stage of the procedure.

Cavendish Education have delegated responsibility to the Headteacher to lead in all appointments.

Recruitment and Selection Procedure

Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement. Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children and young people. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

Application Forms

Ripplevale School uses its own application form and all applicants for employment will be required to complete this application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). The candidate is to provide a reason for leaving their current or most recent post (if applicable), this can be clarified further if necessary during the interview process. The application form will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CV's alone will not be accepted.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (e.g.: General Teaching Council for England).

The CP policy and Recruitment of ex-offenders' policy (appendix 1 of this policy) will be included in the application pack.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children and young people.

References

References for short listed applicants will be applied for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two employer references should be provided; one should be the current or most recent employer and if not currently working with children one should be from a relevant employer from the last time the applicant worked with children. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be

followed up. The school ensures electronic references are from a legitimate source and direct contact by phone will be undertaken with each referee to verify the reference.

The School does not accept open references, testimonials or references from relatives.

Online Searches

As part of the shortlisting process and in line with advice from KCSIE (Paragraph 220), Ripplevale School will consider carrying out an online search on shortlisted candidates to help identify any issues that are publicly available online.

An online search is considered part of the shortlisting process and safer recruitment due diligence on shortlisted candidates. This helps to identify any incidents or issues that we may want to explore with the applicant at the interview.

Interviews

There will always be a face-to-face interview and the same panel will interview all the shortlisted applicants for that position. Pupils should be involved in the recruitment process of classroom-based staff in a meaningful way. Observing short listed candidates and appropriately supervised interaction with pupils/students is common and recognised as good practice. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training). The panel will explore any potential areas of concern prompted from the interview questions, such as;

- implication that adults and children are equal;
- lack of recognition and/or understanding of the vulnerability of children;
- inappropriate idealisation of children;
- inadequate understanding of appropriate boundaries between adults and children; and,
- indicators of negative safeguarding behaviours

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process. At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable. All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Only original documents will be accepted for verification. The school may take photocopies but these will be destroyed under GDPR guidelines for unsuccessful applicants at the end of the recruitment programme

All of the information considered in the decision making will be clearly recorded along with decisions made.

Offer of appointment and new employee process

The appointment of all new employees is subject to the receipt of a satisfactory Enhanced DBS Certificate, satisfactory references, completed and signed rehabilitation form and signed medical disclosure copies of qualification and proof of identity. Professional qualifications will be verified as appropriate with The Teaching Agency Employer Access service used to verify QTS and to ensure they are not subject to a prohibition order. A section 128 check will be carried out on anyone appointed to Manager position. A personnel file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personnel files.

All new appointments are to be approved by Cavendish Education.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared if an applicant is shortlisted for any position at Ripplevale School.

DBS Certificate

All staff at Ripplevale School require an enhanced DBS Certificate and this will need to be obtained before the commencement of employment. If a DBS does not arrive in time prior to appointment then barred check list will be carried out. It is Ripplevale School's policy for employees to join the DBS update service to enable the school to check annually for any information added to the certificate and to check any employee that takes leave for more than three months (i.e.: maternity leave, career break etc.) the DBS must be re-checked before they return back to work. Members of staff at Ripplevale School are aware of their obligation to inform the Headteacher of any cautions or convictions that arise between these checks taking place.

There is no requirement for a school to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the applicant has worked, in a school in England, in a post:

- which brought the person regularly into contact with children; or
- to which the person was appointed on or after 12th May 2006 and which did not bring the person regularly into contact with children or young persons; or
- in another institution within the further education sector in England, or in a 16-19 academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons

Portability of DBS Certificates Checks

It is school policy for all staff to register with the DBS Update Service. Staff are required to ensure they update this service annually. If they miss updating the service, they will be required to pay for a new enhanced check within 3 years of the current certificate.

Copies of DBS Checks

The DBS no longer issue Disclosure Certificates to employers; therefore employees/applicants should bring their Certificate to the school before they commence work or any project involving regulated activity.

Dealing with convictions

The school operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and a formal meeting and risk assessment process will take place. Refer to appendix 1 & 2 of this policy.

Proof of identity, Right to Work in the UK & Verification of Qualifications and professional status.

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving license 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 legally required for the position as claimed in their application form.

Medical Fitness

Anyone appointed to a post involving regular contact with children and young people must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to sign a medical disclosure form and where appropriate a doctor's medical report may be required.

Overseas checks

All new employees who have lived outside the UK are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006. The School, in accordance with the UK Border Agency Code of Practice, will, if applicable, sponsor all new foreign members of staff (see Certificate of Sponsorship section). In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a police check from the relevant Country.

Certificates of Sponsorship (CoS)

If an appointed applicant is a national of a non-EEA country, a CoS may be required before any offer of employment is made.

Induction Programme

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including Safeguarding and the Child Protection Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

Single Central Register of Members of Staff

In addition to electronic personnel files, a single central record of recruitment and vetting checks is kept in accordance with the DfE's requirements. The Single Central Register will contain details of the following: -

- all employees who are employed to work at the school;
- all employees who are employed as supply staff to the school whether employed directly or through an agency;
- all others who have been chosen by the school to work in regular contact with children and young people. This will cover volunteers, work experience and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members e.g.: sports coaches, consultants, therapists etc.

The Senior Administrator will be responsible for monitoring the Single Central Register.

Record Retention /GDPR

Ripplevale School will retain interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (shredded). The 6 month retention period is in accordance with GDPR 2018 and will also allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal. All information retained on employees is kept in the administration block in a secure and locked cupboard with limited access by HR staff only.

Ongoing Employment

Ripplevale School 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 school will therefore provide ongoing training and support for all staff, as identified through the annual appraisal procedure.

Leaving Employment at Ripplevale School

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (i.e.: physical, sexual, emotional and neglect) the School's Disciplinary Policy will apply. In cases of dismissal (or resignation) due to the above behaviour, Ripplevale School will inform the DfES and the Children and young people's Safeguarding Unit of the circumstances why the employee is leaving Ripplevale School's employment.

Monitoring and Evaluation

The Headteacher and Senior Administrator will be responsible for ensuring that this policy is monitored and evaluated throughout the school.

APPENDIX 1

Recruitment of ex-offenders

1. General points

- 1.1.** Ripplevale School will not unfairly discriminate against any applicant for employment based on conviction or other details disclosed. The school makes appointment decisions based on merit and ability. If an applicant has a criminal record, this will not automatically bar them from employment with the school. Each case will be decided on its merits in accordance with the objective assessment criteria.
- 1.2.** All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.
- 1.3.** A failure to disclose a previous conviction (which should be declared upon shortlisting) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.
- 1.4.** It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the school.
- 1.5.** All applicants upon being shortlisted for all jobs are required to complete an ex-offenders/rehabilitation declaration form.
- 1.6.** All appointed staff are made aware during the Induction Process of their obligation to inform the school of any cautions or convictions that arise subsequent to any checks.
- 1.7.** Ripplevale School will make a report to the Police and / or the DBS if:
it receives an application from a barred person
it is provided with false information in, or in support of an applicant's application
or

it has serious concerns about an applicant's suitability to work with children

2. Assessment criteria

- 2.1.** In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the school will consider the following factors before reaching a recruitment decision:
- whether the conviction or other matter revealed is relevant to the position in question
 - the seriousness of any offence or other matter revealed
 - the length of time since the offence or other matter occurred
 - whether the applicant has a pattern of offending behaviour or other relevant matters
 - whether the applicant's circumstances have changed since the offending behaviour
 - or other relevant matters
- and the circumstances surrounding the offence and the explanation(s) offered by the applicant.
- 2.2.** If the post involves regular contact with or access to children, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or serious class A drug related offences, robbery, burglary, theft, deception or fraud.
- 2.3.** If the post involves access to money or budget responsibility, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.
- 2.4.** If the post involves driving responsibilities, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving or other equivalent driving offence within the last ten years.

3. Assessment procedure

- 3.1.** Where an applicant discloses conviction(s) before interview, interviewers must establish the facts during the interview and, if necessary or appropriate, arrange to investigate the matter further.
- 3.2.** Where conviction(s) are not disclosed prior to interview, the candidate will either be i) discounted or ii) called to a further interview at which the facts will be established. Subsequent to this, all of the risk factors must be evaluated before a position is offered or confirmed.
- 3.3.** If a DBS Certificate reveals any convictions, the person concerned will be invited to attend an interview with the Headteacher to discuss the conviction(s) and circumstances. Following this meeting a risk assessment will be carried out and a decision made and communicated back to the person concerned. For safer recruitment purposes, until this decision has been made the applicant will not commence employment.
- 3.4.** If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a

position were it not for the disputed information, the School may, where practicable and wholly at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information with the DBS.

- 3.5.** In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or is obtained through a disclosure check, the school will carry out a risk assessment (see below) by reference to the criteria set out above. The risk assessment form must be signed off by the Headteacher before a position is offered or confirmed. The risk assessment form is to be permanently retained on the relevant staff file.

APPENDIX 2

Risk Assessment for Recruitment of Ex-Offenders

Name of applicant:

Name of person responsible for processing this Risk Assessment:

Date of Risk Assessment:

	Event	Action	Profile
1	An applicant volunteers information on a former offence	<p>Confirm this information via relevant check(s).</p> <p>Log the details in the "Profile" cell (right).</p> <p>Consider line 2, or go to the EV lines below.</p>	
2	Ignoring the issue of the previous offence [ref Line 1 above], the candidate would be seriously considered for appointment	<p>Cross-check the volunteered information against the DBS report, and detail the correspondence (or otherwise) of the accounts in the "Profile" cell (right).</p> <p>Go to line 3.</p>	
3	<p>An applicant's name appears on a barred list.</p> <p>OR</p> <p>An applicant's DBS shows up a previous offence which had not been declared by him/her, and he/she admits trying to conceal the offence.</p> <p>OR</p> <p>The school has serious concerns about an applicant's suitability to work with children.</p>	<p>If any of this line applies, the application is discarded.</p> <p>Consider referring the case to the police / DBS; record these deliberations and their outcome. Referral is the usual outcome in these cases.</p> <p>Log the details in the "Profile" cell (right).</p> <p>If none of this line applies, go to line 4.</p>	
4	An applicant's DBS shows up a previous offence which had not been declared by him/her, but there is a fully justified and evidenced explanation of the non-declaration.	<p>Log the details in the "Profile" cell (right).</p> <p>Go to the EV lines below</p> <p>If there is a dispute with the DBS, go to line 5.</p>	

5	An applicant's DBS shows up a previous offence which had not been declared by him/her, he/she disputes the DBS record and is to dispute it with DBS.	<p>EITHER discard the application and then record the decision and its rationale in the "Profile" cell (right).</p> <p>OR as a matter of absolute discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information with the DBS and then, if appropriate, go to Line 4. Log the details in the "Profile" cell (right).</p>	
6	Complete, review and annotate the EV "Profile" cells below.		
7	<p>Assess the risk posed by the applicant, as follows:</p> <ul style="list-style-type: none"> ● against each criterion, use the following evaluation categories: <ul style="list-style-type: none"> ○ High: there is an expectation that the offence concerned may be repeated OR the nature of the offence concerned poses an unacceptable risk within the school ○ Medium: while there is not a specific expectation that the offence concerned may be repeated, there is a concern that the school should not engage in the potential risk presented ○ Low: the risk with the applicant involved is not substantively different from the risk from other (non-involved) applicants ● Where a "High" or "Medium" risk is identified in any area of the assessment, then the application must be discarded and due (and recorded) consideration must be given to referral(s). ● Where all areas of the assessment identify a "Low" risk as defined, the application should be processed in the usual way, which may or may not result in appointment. ● If an assessed "Low" risk applicant is appointed, the risk must be formally reviewed (and recorded on file) annually for the first five years after appointment. 		
EV	Evaluation process (complete each relevant "Profile" cell)	Profile (include your assessment of High / Medium / Low Risk)	
EV A	Is the conviction or other matter revealed relevant to the position in question?	(complete the "Profile" cell right)	High / Medium / Low
EV B	What is the seriousness of any offence or other matter revealed?	(complete the "Profile" cell right)	High / Medium / Low
EV C	What is the length of time since the offence or other matter occurred, and what is the implication of that length of time?	(complete the "Profile" cell right)	High / Medium / Low
EV	Is there any indication that the applicant has a	(complete the "Profile" cell	High / Medium / Low

D	pattern of offending behaviour or other relevant matters?	right)	
EV E	Have the applicant's circumstances changed since the offending behaviour or other relevant matters in a way that impacts on the recruitment deliberation?	(complete the "Profile" cell right)	High / Medium / Low
EVF	What were the circumstances surrounding the offence or incident, and what explanation(s) has the applicant offered?	(complete the "Profile" cell right)	High / Medium / Low
EV G	Does the post involve regular access to and/or contact with children where there is a relevant offence?	(complete the "Profile" cell right)	High / Medium / Low
EV H	Does the post involve access to money or budget responsibility where there is a relevant offence?	(complete the "Profile" cell right)	High / Medium / Low
EVI	Does the post involve driving responsibilities where there is a relevant offence?	(complete the "Profile" cell right)	High / Medium / Low

UPDATE SCHEDULE

Version	Reviewed	Reason for update
<u>1</u>	<u>06.09.20</u>	<u>Annual update</u>
<u>2</u>	<u>Jan 22</u>	<u>to include updated 'spent' conviction rules</u>
<u>3</u>	<u>June 22</u>	<u>To include online searches as part of the shortlisting process</u>