

WATFORD GRAMMAR SCHOOL FOR BOYS



SAFER RECRUITMENT POLICY

Headmaster's signature

9/2/2021

A handwritten signature in black ink, appearing to be 'I. J. ...' with a long, sweeping underline.

Chair of Governors'

9/2/2021

A handwritten signature in black ink that reads 'Stephen A. Wake' with a long, sweeping underline.

1. Introduction

The safer recruitment of staff in schools is the one of the most important steps to effective safeguarding and promoting the welfare and safety of young people in education. As an employer, the school expects all staff, contractors, volunteers and visitors to Watford Boys Grammar School to share this commitment.

WBGs takes very seriously its duty of care for all students. In order to help safeguard students the school is committed to a thorough Safer Recruitment Policy and follows the recommended procedures as set out in Keeping Children Safe in Education 2020 Part 3 Safer Recruitment.

Aims and objectives

The Safer Recruitment Policy aims to deter, reject or identify people who might abuse students or are otherwise unsuited to working with them by having all the appropriate procedures for safely appointing staff in place.

This policy aims to operate these procedures consistently and thoroughly whilst obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the WBGs.

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

The School will ensure that at least one recruiter has successfully received accredited training in safe recruitment procedures. The school has several staff and governors trained specifically in 'safer recruitment' for good coverage and attendance in appointment panels to make sure tight safeguarding controls are used and applied in recruitment

3. Inviting Applicants

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

"The school 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 school's child protection policy;
- the school'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 At least two 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 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.

4.5 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.

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 School employees are entitled to see and receive, if requested, copies of their employment references.**5. Secretary of State Prohibition Orders (teaching and management 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 any offer of employment is made.

5.2 Prohibition orders prevent a person from carrying out teaching work in schools, 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.

5.4 A section 128 direction 39 prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management of an independent school such as: a management position in an independent school, academy or free school as an employee; a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities. A check for a section 128 direction will 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.

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).

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:

- to provide proof of identity
- to complete a DBS application using HertsGuard and receive satisfactory clearance to 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
- to pass a prohibition from management roles (section 128) check where applicable (part of barred list check for those in regulated activity)
- to provide actual certificates of professional qualifications, as deemed appropriate by the school
- 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

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

All applicants invited to attend an interview at the school 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 in order 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

These individuals must undergo the same checks as all other staff in schools. In addition 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. From 6 April 2017, all Tier 2 (General) visa applicants who want to work in specified health, education or social care sectors must provide a criminal record certificate. This must be from any country (except the UK) where you have lived for 12 months or more (whether continuously or in total) in the last 10 years, while aged 18 or over.

There are a number of exemptions to this:

- If the applicant is currently employed by the school 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. Keeping Children Safe in Education 2020 states "In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the TRA Teacher Services' system." Alternative checks could include references obtained from all

employers abroad in the last five years that clarify that there are no disciplinary records in regard of safeguarding and that the previous employer has no concern regarding the potential employee working with children in a safeguarded environment (see paragraph 4.6). If the outcomes of these references are satisfactory then a risk assessment can be considered to progress the employment process and meet statutory guidance.

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. Assessing the suitability of other adults who may come into contact with children

9.1 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.

9.2 Contractors

We will obtain written notification from contractors to confirm that anyone 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

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances. We will check the identity of all contractors and their staff on arrival at the school. Also check the contractor's safeguarding policy to confirm the above and any insurance arrangements as an extra safeguard.

9.3 Trainee/student teachers

Where applicants for initial teacher training are to be employed directly by the school, we will ensure that all necessary checks are carried out, in line with the provisions in section 7. 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.

9.4 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

9.5 Governors

All trustees will have an enhanced DBS check without barred list information as a minimum requirement. They will have an enhanced DBS check with barred list information if they work in regulated activity.

The chair of the board will have their DBS check countersigned by the secretary of state.

All , trustees, governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)). [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]
- Identity
- Right to work in the UK. Previous work history if retired.

- Other checks deemed necessary if they have lived or worked outside the UK eg Certificate of Good Conduct

10. Single Central Record

The school 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 school. 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 school. (Keeping Children Safe in Education section 148-155).164-171

11. Induction

- 11.1** The 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.
- 11.2** 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 including Child Protection, PREVENT, FGM awareness and Online safety.
- 11.3** Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).
- 11.4** All records and details from the recruitment process will be retained for a period of 6 months in case any aspect of the appointment process is challenged.
- 11.5** If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

Monitor closely with a mentor to make sure all is well.