

## SAFER RECRUITMENT POLICY

The purpose of this document is to set out the policies in force at Salesian College in order to safeguard children through the safe recruitment of staff and volunteers. All employees and regular contractors/work people such as peripatetic staff, volunteers who help in College, club organisers, coaches, cleaners and catering staff are required to complete a Disclosure Application form.

The qualifications and criminal records disclosure of supply staff and those running onsite and offsite activities must also be checked.

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants and 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.

## AIMS

The aims of the College's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equitably and consistently;
- To ensure that no job applicant is treated unfairly on any grounds including race, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age;
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education in "Keeping Children Safe in Education (September 2022)" and the code of practice published by the Disclosure and Barring Service (DBS);
- To ensure that the College meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

## CONTRACTORS AND VISITORS

The Bursar will check contractors/visitors to ensure that the appropriate level of DBS check is in place. Verification that other employment checks have been undertaken by the employer will be sought.

All contractors/visitors without an appropriate DBS will be supervised at all times. Where necessary the College will apply for the DBS check.

The identity of contractors/visitors is checked on arrival. Contractors/visitors are required to sign in and out of the College and to wear identification badges with photo ID.

All contractors/visitors will be given the handout "Safeguarding Children Visitor Handout" Section 9.2.1 for guidance as to the College expectations on safeguarding.

## RECRUITMENT AND SELECTION PROCEDURE

The College will ensure that at least one of the interview panel will have accredited training in Safer Recruitment Procedures.

The recruitment process should check the identity, criminal record (enhanced DBS), mental and physical capacity, right to work in the U.K., professional qualification and seeks confirmation of the applicant's experience and history through references.

### Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The College is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure Barring Service check”.

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will not be accepted. A curriculum vitae or equivalent will not be accepted in place of the completed application form.

Applicants will receive a job description for the role applied for. The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the College's standard terms and conditions of employment; (start dates may be delayed if pre-employment checks are not in place)
- The receipt of satisfactory references (one of which must be from the applicant's most recent employer) which the College considers satisfactory; and
- The receipt of an enhanced level disclosure from Disclosure and Barring Service with which the College is satisfied;
- Verification of medical fitness;
- Verification of qualifications and identity;
- Confirmation of the applicant's right to work in the UK;
- Prohibition order check clearance if teaching;
- Check the European Economic Area sanctions list for teachers prohibited from the profession and - where applicable - consider the circumstances leading to any restriction, when considering a candidates suitability.
- Such other pre-employment checks as the College is required to complete in accordance with its statutory or regulatory
- If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a contract of employment as confirmation of employment.

## THE SELECTION PROCESS

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.

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).

**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 DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

**Pre-Employment Checks**

In accordance with the recommendations of the DfE in “Keeping Children Safe in Education” the College carries out a number of pre-employment checks in respect of all prospective employees.

When the DBS has completed its checks a certificate is issued to the applicant. The applicant must show his or her certificate to the Bursar prior to appointment or as soon as practical (up to 1 month) after appointment. Details of which are recorded on the College’s single central register.

**Barred list**

The College will undertake a separate barred list check in the event that an enhanced disclosure is not received in advance of a member of staff starting work or where the employee subscribes to the DBS Update Service and a previous DBS check is being used. The only way to obtain a barred list check is through the Teachers Pensions on line service: [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

**Verification of Identity and Address**

All applicants who are invited to an interview will be required to bring evidence of identity, address and qualifications, as outlined in 9.4.1 (Checklist for New Employees).

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change. Best practice is to obtain a birth certificate. Staff recruited from overseas will need to provide a suitable good behaviour verification certificate from the country of origin.

**References**

Two references will be taken up on shortlisted candidates prior to interview. Applicants who do not wish the College to contact their current employer without their permission should ensure that they indicate so on the application form.

All offers of employment will be subject to the receipt of a minimum of two satisfactory professional references. Applicants must provide details of two referees in a managerial/supervisory responsibility to whom they have been responsible, one of whom must be from the applicant’s current or most recent employer (Headteacher in the case of teaching staff). If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Applicants who have not worked for some time or have not worked previously, should provide contact details of someone who can comment on their ability to do the job.

Neither referee should be a relative or someone known to the applicant solely as a friend. The College may request substitute or additional referees if any of the referees the applicant has provided are deemed not to be suitable or sufficient.

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. All referees will be sent a copy of the job description and person specification for the role, which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance, disciplinary and sickness records (successful applicants only);
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people;
- The College will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The College will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

### **Internet and Google Search**

And in accordance with guidance set out in KSCiE 2022, paragraph 220, an Internet search may be carried out on the applicant at the discretion of the school on shortlisted candidates to help identify any issues that are publicly available online.

### **Health Check**

Successful applicants will be required to complete a confidential medical questionnaire, which may be assessed by the College's medical advisers to confirm their medical fitness for the role. There may be circumstances when it will be necessary for the College's medical adviser to be given access to an applicant's medical records. Any offer of employment will be conditional upon receipt of a satisfactory medical declaration.

### **Criminal Records Check**

Due to the nature of the work, the College applies for criminal record certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers. These certificates are known as Enhanced Disclosures.

An enhanced disclosure will contain details of all convictions, cautions or bind overs including those regarded as "spent". It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question. Applicants must ensure that they declare details of all convictions "spent or unspent" including details of any pending court case. Applicants must also advise the College immediately if they obtain a conviction during the recruitment process.

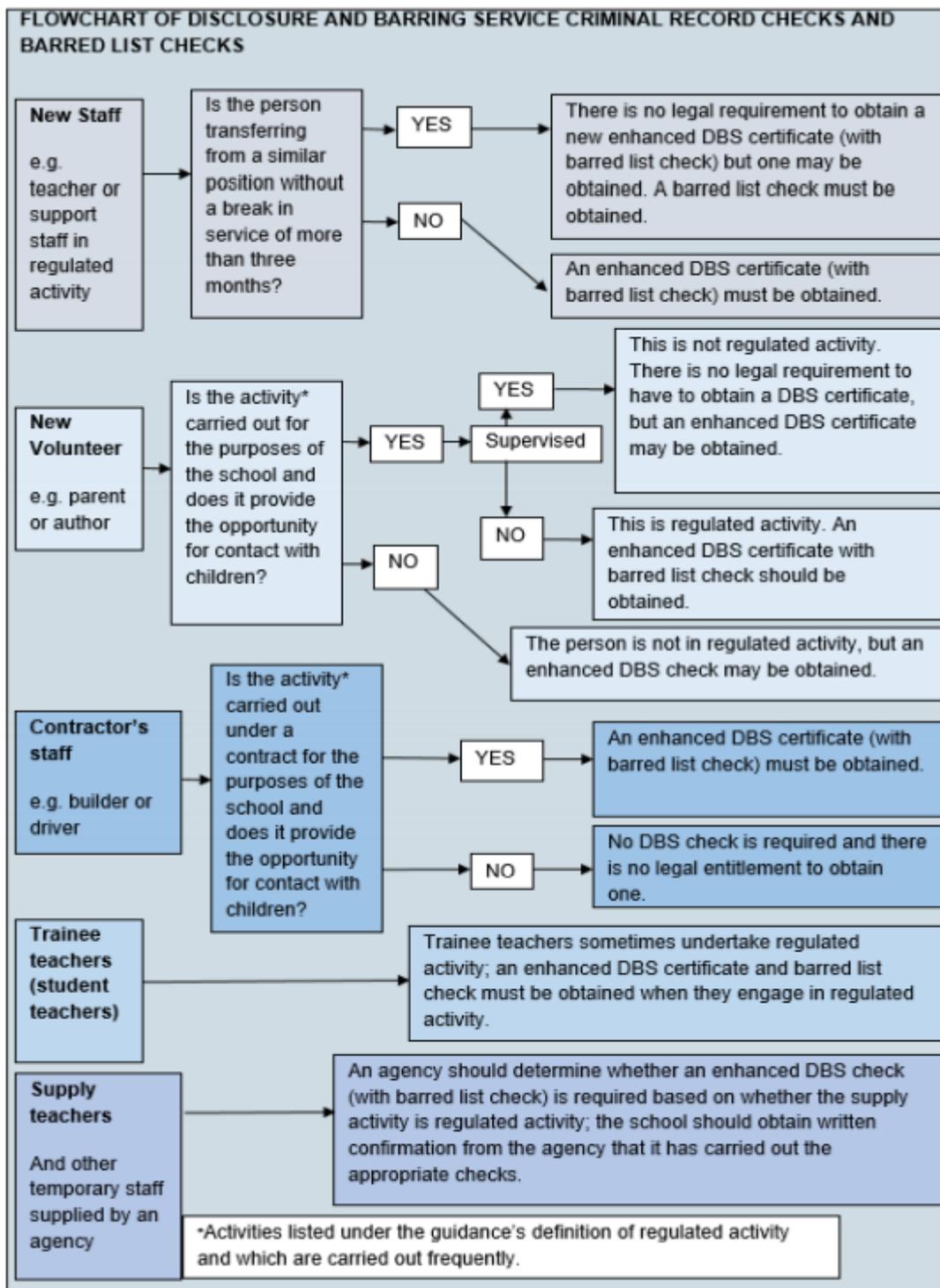
Applicants with recent periods of overseas residence and those with little or no previous UK residence must undergo the same checks as all other staff. They may also be asked to apply for the equivalent of a disclosure, if one is available, in the relevant jurisdiction(s). Further guidance about what these checks could include can be found in KCSiE.

The College expects supply/temporary worker agencies/contractors that are used by the College to register with the DBS on their own account and to follow their policy or their own comparable policy.

Proof of registration will be required before the College will commission services from any such organisation. Other forms of evidence may be requested at the discretion of the College.

The DBS offer an update service whereby people can keep their criminal record check constantly updated for a yearly fee.

Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks:



The College will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The College makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the College. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in the paragraph below.

In view of the fact that all positions within the College will amount to “regulated positions” within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), they are deemed as exempt from the Rehabilitation of Offenders Act 1974. As such all applicants for employment must declare all previous convictions (including those which would normally be considered “spent” under the Rehabilitation of Offenders Act 1974) unless covered by the amendments to the Exceptions Order 1975 (2013), which provides that certain spent convictions and cautions are ‘protected’. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

A failure to disclose a previous conviction may lead to an application being rejected or, if the failure 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.

Under the relevant legislation, it is unlawful for the College to employ anyone who is included on the lists maintained by the Disclosure and Barring Service of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the College to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children; murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the College.

If the College receives an application from a disqualified person, is provided with false information in support of an applicant’s application; or the College has serious concerns about an applicant’s suitability to work with children, it will report the matter to the Police and Disclosure & Barring Service (DBS).

### **Assessment Criteria**

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 College 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 material 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 convicted person.

If the post involves regular contact with children, it is the College's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences:

- against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- against children or adults: serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the College'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.

If the post involves some driving responsibilities, it is the College's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

### **Assessment Procedure**

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 College will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headmaster of the College before a position is offered.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the College will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

## **RETENTION AND SECURITY OF DISCLOSURE INFORMATION**

The College's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the College will store disclosure information and other confidential documents issued by the DBS in a locked area, access to which will be restricted to members of the School's Senior Management Team.

The College will not retain disclosure information or any associated correspondence for longer than is necessary.

In most cases, the College will not retain such information for longer than 6 months, although the College will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.

The College will ensure that any disclosure information is destroyed by suitably secure means.

The College will prohibit the photocopying or scanning of any disclosure information.

The College complies with the provisions of the DBS code of practice, copies of which are available from the Home Office website (<http://www.homeoffice.gov.uk/agencies-public-bodies/DBS/employers/code-of-practice>).

## RETENTION OF RECORDS

If an applicant is appointed, the College will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the College to keep their details on file.

## THE SINGLE CENTRAL REGISTER (SCR)

Access to the SCR in College is restricted to the Bursar, Headmaster and the Human Resources department. These people are responsible for ensuring that the centralised register is completed in accordance with ISI statutory and regulatory requirements. The checklist for recruitment, SCR and staff files is shown in Section 9.4.1.

## INDUCTION

All staff who are new to the College will receive induction training that will include the College's Safeguarding/Child Protection Policy and guidance on safe working practices.

Regular meetings will be held during the first three months of employment between the new employee(s) and the appropriate manager(s).

POLICY CONTROL	
<i>Author</i>	<i>Deputy Headteacher</i>
<i>SLT Approved Date</i>	<i>September 2022</i>
<i>Governors Approved Date</i>	<i>12 October 2022</i>
<i>Review schedule</i>	<i>Annual</i>
<i>Date of next review</i>	<i>September 2023</i>