

# Codsall Multi-Academy Trust

## Safer Recruitment Policy

### Growing as One



Commitment



Compassion



Community

Growing as One



Commitment



Compassion



Community

## Safer Recruitment Policy

### Recruitment and selection process

To ensure that Codsall Multi Academy Trust recruits 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

When advertising roles, we make clear:

- Our Trust'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 whether they will be expected to take on the role of Designated Safeguarding Lead/Deputy Designated Safeguarding Lead.

### Application forms

Our application forms will:

- Include a statement saying that 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 reference to our Safeguarding and Child Protection Policy and Procedures

## Shortlisting

Our shortlisting will involve at least two people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them.
- Explore all potential concerns.

Once we have shortlisted candidate, we will ask them 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 includes:
  - o If they have a criminal history.
  - o Whether they are included on the barred list.
  - o Whether they are prohibited from teaching.
  - o Information about any criminal offences committed in any country in line with the laws as applicable in England and Wales.
  - o Any relevant overseas information.
- Sign a declaration confirming the information they have provided is true.

## Seeking references

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 reference.

- 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 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.
- 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.

## 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.
- Explore any potential areas of concern to determine the candidate's suitability to work with children.
- Record all information considered and decisions made.

## 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 individual's 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 preemployment checks. When appointing new staff, we will:

- Verify their identity
- Obtain an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity. We will obtain the certificate as soon as

practicable after appointment. We will not keep a copy of the certificate. Confirmation of a DBS check is received via email.

- 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 two years afterwards.
- Verify their professional qualification, as appropriate.
- Ensure they are not subject to a prohibition order if they are to be employed as 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:
  - o For all staff, including teaching positions: criminal records checks for overseas applicants.
  - o For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked.
- Check that candidates taking up a management position (including directors) are not subject to a prohibition from management (section 128) direction made by the Secretary of State.

Regulated activity means a person who will be:

- Responsible, on a regular basis in school, for teaching, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid work, regularly in the school 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 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 more than 12 weeks

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or a 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.

## Supply 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 carry out. 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.

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.

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.

## 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.

## Directors and Members

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



Commitment



Compassion



Community

Growing as One