



# GRACE DIEU

## MANOR SCHOOL & NURSERY

This is the policy of Grace Dieu Manor School, incorporating the Early Years Foundation Stage, Pre-Prep and Junior Prep.

### Safer Recruitment of Staff Policy

*School Mission Statement:*

***“Learning and growing in  
the light of the gospel”***

#### **WITHIN THE POLICY:**

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## POLICY ON THE SAFER RECRUITMENT OF STAFF

This Policy takes due note of the latest DCSF Guidance: “*Safeguarding Children and Safer Recruitment in Education*”, *Keeping Children Safe in Education* (Sept. 2019) and *Disqualification under the Child Care Act* (effective from 31<sup>st</sup> Aug. 2018). This Policy is on the School website and copies are available in School Reception and in the Staff Handbook).

1. Grace Dieu Manor School does not permit gender, race, colour, disability, marital status, pregnancy or age to be used as criteria for staff selection. In light of the School’s Catholic foundation, in cases of selection in which all other factors are equal, preference may be given to a Catholic candidate.
2. The Senior Leadership Team (Headmistress, Deputy Head/Curriculum Manager, Finance & Administration Manager, Head of EYFS & Pre-Prep (when relevant) will meet to discuss the recruitment (including job description, advertising, application deadlines, interview dates and procedures and appointment) and discuss the Interview Panel. Where appropriate, Governors, the relevant member of staff, or other appropriate colleague, may also be consulted and/or co-opted onto the Interview Panel.
3. The Headmistress has overall responsibility for all appointments and has completed the course (Nov. 2018) to hold the CWDC Safer Recruitment Qualification. She has the final say on all appointments, except those specifically identified by the Governing Body. She may delegate responsibility for finding the right candidate to the Finance & Administration Manager (Admin, Catering, Domestic Staff etc.). The Head of EYFS & Pre-Prep is the Deputy Designated Senior Person at Grace Dieu (currently on Maternity Leave).
4. The Post will normally be advertised internally and will be advertised in either the local or the national press and/or the local Job Centre and/or with a recognised Recruitment Agency. The advert will contain reference to Safeguarding measures and this Policy will be made available.
5. Applicants will be asked to fill in a School’s Application Form, along with any other specific application requests, as detailed in the Advert and/or the Details of the Post. **A CV will not be accepted in place of a fully completed Application Form.**
6. A short list of candidates will be drawn up for interview. References will normally be requested prior to interview and be given active consideration.
7. The Candidates will have at least one formal interview with all or part of the Interview Panel (at which questions regarding Child Protection and Safeguarding will be asked) and will also be shown around the School as appropriate, when they may have the opportunity to meet other Staff. At least one of the persons who conducts an interview has to have completed safer recruitment training.
8. Candidates may be asked to return to the School for a further interview, if necessary. (Teachers should expect to teach a lesson or a part thereof.)

9. Unless circumstances dictate otherwise, the Interview Panel will have normally requested written references for the candidates from at least 2 referees, one of which should be the candidate's current employer, where appropriate. If a candidate has previously worked with children, then a reference will be requested from that source. Any written reference will be cross-checked verbally.
10. The Interview Panel will discuss the candidates with a view to deciding on the best candidate to fill the Post. The Headmistress will have the casting vote if required. Feedback will only be provided for unsuccessful candidates who are shortlisted.
11. The Headmistress (or someone delegated by her) will telephone the successful candidate to offer them the job. The successful candidate will then receive a conditional offer in writing setting out, in brief, the details of the Post and the start date for employment. Where a post is offered before references can be taken up, the appointment is made, subject to satisfactory references being received ultimately, and before the person begins work at Grace Dieu.
12. All new appointments will be subject to appropriate checks: Disclosure and Barring Service (DBS enhanced), checks against the Prohibition List (Teacher Status Checks) including Identity, Address, Date of Birth, Criminal Records, a Full Employment History, Mental and Physical fitness to carry out the work responsibilities, Right to Work in the UK, an 'overseas' check (EEA check) if appropriate, at least 2 references (written and verified verbally, one with current or most recent employer, where appropriate) and original documentation of Qualifications (where appropriate)\*. For position into Senior Management (includes governor, trustee, head, senior leadership team, departmental headships) a Prohibition from Management Check (s128 Directive) will also be undertaken. This check should also be carried out for any internal promotions to management positions (retrospective checks not necessary for those promoted to management roles internally).

\*The Teacher Services' system can be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.

13. As a school we will contact The Teaching Regulation Agency (TRA) Teacher Services to check if a person we propose to recruit as a governor is barred as a result of being subject to a section 128 direction.
14. There are circumstances when a new employee may start working at the School before their DBS Check has come through, provided all other vetting checks are carried out, including checks with Disclosure and Barring Service. The Headmistress will undertake a Risk Assessment of the situation and set the levels of supervision required (usually in the form of a weekly safeguarding check) until the DBS check is received. **An exception to this is in the Early Years Foundation Stage where the DBS check must be completed and received prior to appointment.**
15. As the majority of staff will be engaging in **regulated activity**, an enhanced DBS certificate which includes barred list information, will be required for most appointments. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:
  - will be responsible, on a regular basis in a school or college, for teaching,

- training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children;
- or, engage in intimate or personal care or overnight activity, even if this happens only once.

*(see page 32 of KCSIE 2019 for more detail)*

16. For staff who work in childcare provision or who are directly concerned with the management of such provision, the school ensures that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.
17. Following the satisfactory completion of the Employee Checklist, the successful candidate will be issued with Standard Terms and Conditions of Employment and/or a Standard Contract.
18. Details of each appointment are put into the School's Central Register of Appointments, which is kept by the Headmistress.
19. Any external organisations used by or using the School will be required to supply two References and be DBS checked by the School at Enhanced Level. If a DBS check cannot be obtained before the coach/instructor begins at Grace Dieu, then, as long as a recent CRB form is available (portability) and supervisory measures can be put in place, then the Headmistress may carry out a Barred List Check, then a Risk Assessment and allow that person to begin work on site. Leaders of external organisations will attend Basic Awareness Child Protection training provided by the School.

### **Volunteers:**

Grace Dieu will obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). We may conduct a repeat DBS check (which should include barred list information) on any such volunteer should we have concerns. It is our policy to always air on the side of caution.

Grace Dieu may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity, but have the opportunity to come into contact with children on a regular basis.

The School will undertake a risk assessment and use its professional judgement and experience when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity. Grace Dieu will consider:

- the nature of the work with children;
- what Grace Dieu knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and

- whether the role is eligible for an enhanced DBS check.

Note that any **visitors** to school will be deemed suitable in the first instance and then appropriately supervised throughout their visit.

### **Contractors:**

Grace Dieu will ensure that any contractor, or any employee of the contractor, who is to work at the school or college has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).

For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity.

Grace Dieu is responsible for determining the appropriate level of supervision depending on the circumstances.

### **Summary:**

Teaching staff are recruited and appointed according to the following process:

- ◆ Advertisement of vacancy in appropriate media;
- ◆ Short-list of candidates identified by consideration of relevant qualifications and experience on the School's Application Form;
- ◆ A minimum of 2 references requested for short-listed candidates;
- ◆ Short-listed candidates attend School for interview, normally including a trial lesson. At least one member of the interview panel will hold the CWDC Safer Recruitment Qualification;
- ◆ Gaps in CV of selected candidate, or any other concerns, investigated;
- ◆ Offer of appointment made to successful candidate, usually by telephone at earliest opportunity;
- ◆ References of successful candidate confirmed by telephone;
- ◆ Written offer of appointment made, subject to a clear Disclosure and Barring Service Check, Prohibition Check, Identity Check, a Right to Work in the UK and Qualifications check, all other necessary checks and a signed Disqualification by Association Self-Declaration;
- ◆ The inclusion of a question regarding medical fitness is asked on the School's Application Form and this is also asked at interview; if there is any doubt about an applicant's medical fitness, in consultation with the applicant, a doctor's check may be asked for;

- ◆ For management roles, an additional Prohibition From Management check will be undertaken;
- ◆ A DBS check will be requested and needs to be received prior to appointment. If, however, there is a delay in receiving the DBS check employment may commence at the Headmistress's discretion subject to controlled conditions, e.g., checks against the Barred List/List 99, supervision procedures, weekly safeguarding reviews and Child Protection Training. **An exception to this is in the Early Years Foundation Stage where the DBS check must be completed and received prior to appointment.**
- ◆ Photocopies of relevant and original documentation, e.g., passport, driving licence, birth certificate, photographic identification, evidence of address (utility bills) taken to confirm identity and qualifications;
- ◆ Having satisfied the above checks and safeguards, a Contract is issued and personnel details are recorded on the Single Central Register\* prior to the commencement of employment.  
*\*For supply staff, schools must also include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation (and the certificate) was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff. (KCSIE 2019 para.150) Where the position requires a barred list check, this must be obtained by the agency or third party prior to appointing the individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made. (para. 159)*
- ◆ Non-teaching staff are usually appointed by a similar process, although some stages may be omitted. A DBS is always required and all checks are carried out.
- ◆ Volunteers at Grace Dieu will be subject to the checks outlined in the section 'Volunteers'.
- ◆ Contractors to Grace Dieu will be subject to the check outlined in the section 'Contractors'.
- ◆ All staff will receive Safeguarding training, be given copies of the Code of Conduct, the Safeguarding Policy and the most recent Keeping Children Safe in Education, Sept. 2019 (Part 1), together with Annex A. All staff will sign to say they have read these documents and that there are no status changes that affect their Disqualification.\*

### **Correct Handling & Safekeeping of DBS Certificates**

As a school we do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record, although they may be retained in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits. To help us to comply with the requirements of the Data Protection Act, we do not keep certificates for any longer than is necessary and usually not longer than 6 months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications should be kept for the personnel file.

Please see 'Handling & Safekeeping Policy for DBS Certificates'.

\*Under the 2018 Regulations, schools are no longer required to establish whether a member of staff providing, or employed to work in, childcare is disqualified by association. Regulation 9 does not apply to staff in a relevant school setting. Accordingly, schools should not ask their staff questions about cautions or convictions of someone living or working in their household. (see *Disqualification under the Childcare Act, updated August 2018*)

Reviewed MK (Sept. 2019)

