

SAFER STAFF RECRUITMENT POLICY

INCLUDED LEARNING CENTRE		
The Head of Centre* who has ultimate responsibility for safeguarding is: Noreen Khan In their absence, the authorised member of staff is: Paul Dearden		
Key Staff and Roles		
Name	Role	Location and/or Contact Phone Number
Noreen Khan	Safeguarding Lead	8 Alexandra Rd South Manchester M16 8ER 07380 292211
Paul Dearden	Deputy Safeguarding Lead	8 Alexandra Rd South Manchester M16 8ER 07380 484818
Vicky O'Farrell	Designated Safeguarding Lead	Manchester Secondary PRU Mersey Valley Campus Barlow Hall Road Chorlton Manchester M21 7JJ 0161 696 7955
Katy Harkavy	Deputy Safeguarding Lead	Manchester Secondary PRU Mersey Valley Campus Barlow Hall Road Chorlton Manchester M21 7JJ 0161 696 7955
Key Members of Advisory Panel		
Jehangir Karim	Chair of Advisory Panel	07380 292211
Katrina Garg	Safeguarding Lead	07380 292211

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CHILD PROTECTION AND SAFEGUARDING PROCEDURE

Our procedure if there is a concern about child welfare or safeguarding is:

Head of Centre/DSL: Noreen Khan

MSPRU - DSL/Pastoral Officer - 0161 696 7955

Children's Services Advice & Guidance Helpline/Referrals: 0161 234 5001

Early Help Hubs: North 0161 234 1973, Central 0161 234 1975, South 0161 234 1977

National Society for the Prevention of Cruelty to Children (NSPCC): 0808 800 5000

Local Authority (LA) Safeguarding in Education Team: 0161 245 7171

MANAGING ALLEGATIONS PROCEDURE

Our procedure if there is an allegation that an adult working or volunteering with children has harmed a child or that a child is at risk from an adult working or volunteering with children is :

Head of Centre: Noreen Khan

MSPRU Head Teacher*: Andrew Burton

Chair of Governors: Jehangir Karim

LADO (sometimes referred to as the Designated Officer or DOLA): 0161 234 1214

NSPCC Whistleblowing Helpline: 08000 280 285

WHISTLEBLOWING PROCEDURE

Our Whistleblowing procedure if staff and volunteers are aware of poor or unsafe practice, a breach of the code of conduct, and or potential failings in our safeguarding regime internally or externally:

Head of Centre: Noreen Khan

MSPRU Head Teacher: Andrew Burton

Chair of Governors: Jehangir Karim

NSPCC Whistleblowing Helpline: 08000 280 285

KEEPING CHILDREN SAFE IN EDUCATION, PART 3 SAFER RECRUITMENT

We will adhere to the advice regarding all aspects of safer recruitment, including pre-employment checks and DBS checks as detailed the documents below:

See KCSiE Part 3 (p47-80) [Keeping Children Safe in Education 2021](#)

See Factual Note on regulated Activity in Relation to Children

[Factual Note on Regulated Activity in Relation to Children](#)

This policy will be reviewed annually unless an incident or new legislation or guidance suggests the need for an interim review

This policy and procedure has been produced by Manchester City Council. It was initially issued as those working with children had expressed concern about their vulnerability and requested clearer advice about what constitutes illegal behaviour and what might be considered as misconduct. Education staff asked for practical guidance about which behaviours constitute safe practice and which behaviours should be avoided.

This document is recommended for adoption by all maintained schools including community, voluntary controlled, community special, maintained nursery, foundation, foundation special and voluntary aided schools. This document is also recommended for adoption by academies and free schools (modified as appropriate and taking into account the particular circumstances of the relevant academy or free school). References in this document to schools include a reference to academies and free schools unless otherwise stated and references in this document to the Headteacher include a reference to an academy or free school Principal.

Document Control

Title	Safer Recruitment Policy
Date	January 2021
Supersedes	n/a
Amendments	To provide schools staff with details of their obligations and entitlements in relation Safer Recruitment.
Related policies/guidance	DfE statutory guidance <i>Keeping children safe in education</i>
Review	March 2022
Author	Manchester City Council
Date consultation completed	
Date adopted by Governing Body	March 2020

Under the public sector equality duty, all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means schools/academies must take into account equality considerations when policies are being developed, adopted and implemented.

This document has been adopted from Manchester Secondary PRU. This policy takes into account the Equality Act (2010) which highlights actions and behaviours which are unlawful such as: direct / indirect discrimination, failing to make reasonable adjustments for disabled pupils or staff, harassment related to a protected characteristic, victimisation.

1. INTRODUCTION

This policy has been developed to embed safer recruitment practices and procedures throughout IncludEd and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy applies to employees, supply staff, contractors, volunteers and visitors.

This policy complies with guidance outlined in DfE, KCSiE 2021 and recruitment guidance issued by Manchester LA (Appendix 12). It has been ratified by the Advisory Panel and will be reviewed in August 2022.

We know that safer recruitment processes alone are not enough to safeguard children. We will apply the learning from research and serious case reviews to help us create and maintain a culture within our school that will help deter, prevent, and detect inappropriate or abusive behaviour. Important elements of a safe culture include:

- an 'open and no secrets' culture where adults and children feel safe and supported to raise concerns and trust that they will be taken seriously and acted upon appropriately
- belief that it 'could happen here'
- setting acceptable standards of behaviour and guidance for safer working practices
- setting clear procedures for reporting concerns and whistleblowing
- a strong commitment to safeguarding children and an ongoing culture of vigilance
- policies and procedures are put in to practice and are effective
- induction, regular training and probationary periods.

This policy reinforces the conduct outlined in the Safer Recruitment Consortium, 'Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings', May 2019 as well as the school's whistle blowing policy. All staff and volunteers are expected to be familiar with this guidance and all successful candidates for paid or volunteer employment will be made aware of these documents as part of their induction. We also expect all staff and volunteers to discuss with the Head of Centre any relationship or association, either in school, out of school or online, that may have implications for the safeguarding of children in school.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates or volunteers to vacancies
- deterring prospective candidates or volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates or volunteers who are unsuitable to work with children and young people.

IncludEd is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

As an employer we are under a legal duty to refer any allegation of abuse against a member of staff or volunteer to the LADO within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
- conducted an act which is deemed inappropriate and may impact on the school's reputation or confidence in staff's ability to safely work with children.

As an employer we are under a legal duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process. We will adhere to the guidance set out in KCSiE, 2021, Part 4 'Allegations of Abuse Made Against Teachers and other Members of Staff' (Appendix 3), including where a member of staff leaves or is dismissed.

The Head of Centre will check for updated relevant information about staff every 3 years.

nb Apart from these circumstances, in respect of existing staff the school or college is not required to request a DBS check or barred list check.

2. ROLES and RESPONSIBILITIES

The Advisory Panel and the Head of the school of will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with DfE guidance and legal requirements
- monitor the school's compliance with them. Termly quality assurance of the single central record, ensuring completion of safer recruitment checklists for each new appointment, ensuring that at least one member of each recruitment panel has completed Safer Recruitment training and that those responsible for the management and oversight of the single central record have completed relevant training.

2.2 The Head will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well being of children and young people at every stage of this process

nb See Section 9 for summary of requirements in school single central records.

3. INVITING APPLICATIONS

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

“IncludEd is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, KSCIE 2021, this includes a satisfactory Disclosure and Barring Service Enhanced with barred list information check.”

All applicants will receive a pack containing the following when applying for a post:

- a statement of the school's commitment to ensuring the safety and well-being of the pupils
- job description and person specification, this will include reference to the responsibility for and qualities required to safeguard and promote the welfare of all children
- the school's Safeguarding Policy
- the school's Safer Recruitment Policy
- the selection procedure for the post

- equal opportunities monitoring form
- self-disclosure of criminal history in relation to unprotected cautions and convictions (to be returned in a separate sealed envelope marked 'confidential - disclosure' and name of candidate)
- an application form that requests the following information:
 - personal details
 - full education, training and employment history
 - explanation of any gaps
 - appropriate referees (including current or most recent employer)
 - personal statement
 - signed and dated declaration

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Positions working with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended 2013). Therefore, applicants will be asked to disclose any criminal history. This information will be requested as part of the application process but on a separate form submitted at the same time (to be returned in a separate sealed envelope marked 'confidential - disclosure' and name of candidate). This information will only be considered by the recruitment panel after the short-listing stage. Applicants will be given the opportunity to discuss any relevant information disclosed prior to the interview. Self-disclosure does not remove the requirement to obtain a DBS certificate.

Candidates submitting an application form completed on-line will be asked to sign the declaration on their application form if called for an interview. This declaration will ask candidates to confirm the following:

- that the information submitted on their application form is complete and accurate
- that they understand any offer of employment is subject to satisfactory references and vetting checks including a satisfactory DBS certificate and check of the Barred list
- a satisfactory medical report, if appropriate
- that they have not been disqualified from working with children, cautioned or sanctioned in this regard. See Appendix 5 for model letter.

A curriculum vitae cannot be accepted in place of a completed application form.

4. IDENTIFICATION OF THE RECRUITMENT PANEL

At least one member of the Selection and Recruitment Panel will have successfully completed training in 'Safer Recruitment' that covers as a minimum, the requirements set out in DfE, KCSiE 2021. In light of the pace of change in statutory guidance, namely DfE, KCSiE 2021, it is good practice and strongly recommended by Manchester City Council that Safer Recruitment training is refreshed every three years.

If there are other members of the panel who have not yet completed safer recruitment training, it will be the responsibility of the trained panel member to brief the panel on the principles and requirements of safer recruitment practice prior to the process commencing.

Effective and safe recruitment can be a lengthy process, sufficient time and resources will be allocated to ensure safer recruitment practice is fully implemented.

5. SHORT LISTING AND REFERENCES

At least two members of the recruitment panel will carry out the short-listing process. Candidates will be short listed against the person specification for the post. Applications will be scrutinised and any discrepancies, anomalies and or gaps in employment will be noted and explored if the candidate is shortlisted.

We will ensure that two written satisfactory references are obtained, one of which must be from the applicant's current or most recent employer. References will be requested at the short-listing stage and where possible obtained prior to interview. This would allow any concerns they raise to be explored further with the referee and taken up with the candidate at interview. Unconditional offers will only be made to the preferred candidate after two satisfactory references have been obtained. Detailed written records will be kept of any verbal exchanges about the content of the reference with either the candidate and or the referee.

Open references will not be accepted. References will be sought directly from the referee and from a senior person who is able to provide information specifically relating to disciplinary matters and suitability to work with children and who has the appropriate authority to provide a professional reference on behalf of the organisation. Where this is not the case for the named referee, a senior person within the organisation will be contacted directly to confirm the content of the reference and asked to provide any additional information specifically relating to disciplinary matters and suitability to work with children.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Electronic references will be verified for authenticity, this may include:

- checking referee contact details against those listed on the organisation's website
- only accepting professional email addresses

- telephone contact
- checking Companies House

6. INVITATION TO INTERVIEW

Candidates called to interview will receive:

- An email confirming the interview and details of the selection techniques
- a request to bring the required proof of identification, including photo ID, that will be needed for an ID check as part of the DBS application process should they be offered the post
- A request to bring original certificates of any qualifications required for the post
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to ask any questions and or seek clarification about the selection process prior to the interview

7. THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the post but all vacancies will require a planned and formal interview of short-listed candidates. To allow the best opportunity to assess a candidate's suitability for the role, a range of selection tools may be used in addition to an interview. This may include:

- lesson observations
- opportunities to assess the candidate's interaction with staff and children
- presentations
- role play
- group exercises
- written exercises
- aptitude/ability tests
- personality questionnaires

Interviews will always be face-to-face or in exceptional circumstances, conducted via the use of technology e.g. Skype. Interviews will include value-based and probing questions to inform the panel's assessment of the candidate's suitability to safeguard and promote the welfare of all children. Value based interviewing helps to assess the values, motives and attitudes of applicants. It focuses on how and why decisions are made and helps to explore reasons for their behaviour. All questions will be pre-planned by the panel and designed to invite evidence-based responses rather than theoretical responses.

Written notes will be taken by the panel to record the questions asked and responses given by candidates.

Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

8. EMPLOYMENT CHECKS

Pre employment vetting checks are a vital part of safer recruitment practice. An offer of appointment will be conditional and subject to satisfactory checks required for the role as set out in DfE, KCSiE 2021 and outlined in the Appendix 4. Where applicable to the role and or candidate, checks include:

- proof of identity
- enhanced DBS check
- children's barred list check
- proof of professional status
- proof of qualifications (original certificates)
- mental and physical fitness (completion of a confidential health questionnaire)
- proof of eligibility to live and work in the UK
- overseas criminal record checks
- EEA Check
- teacher's sanctions and prohibitions checks
- section 128 check (if appropriate)
- disqualification from childcare self-declaration (Appendix 5)
- satisfactory references

An enhanced DBS certificate which includes barred list information, will be required for **all** appointments within IncludEd. 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.

A 'safer recruitment checklist' (Appendix 6) will be used throughout the process to record the progress of checks. As part of the quality assurance process, the Headteacher will counter-sign the checklist upon completion and prior to employment commencing.

Although it is strongly recommended that employment only commences once all checks have been completed satisfactorily, KCSiE 2021 does allow for exceptional circumstances to account for potential delays by the Disclosure and barring service (not for school internal processes, as this would be a reflection of a poor safer recruitment culture). Where schools make the policy decision to commence employment prior to the DBS certificate being available, a separate barred list check and written risk assessment (Appendix 7) must be completed and appropriate levels of supervision must be in place.

Employment will only commence subject to all checks and procedures being satisfactorily completed.

The following checks must be completed:

In exceptional circumstances, where the enhanced DBS certificate has not yet been received, employment may commence subject to:

- completion of all other checks including a separate barred list check
- completion of a written risk assessment (Appendix 7)
- appropriate supervision arrangements in place – staff will need to be supervised **at all times**
- signed agreement by the Head of Centre

In cases where 'unprotected' information about criminal history is disclosed on the DBS certificate and or as part of the self-disclosure, a risk assessment (Appendix 8) will be completed to inform the decision whether to withdraw a conditional offer or to appoint. As part of this process, consideration will be given to the following factors:

- Nature, seriousness and relevance
- How long ago it occurred
- If it was a one-off or part of a history
- Circumstances of it being committed
- Change of personal circumstances of the applicant
- Country of conviction
- Decriminalisation

9. RECORDS and INFORMATION SHARING

interview notes will be retained for a period of 6 months after the interview and then destroyed, unless a complaint has been lodged about the recruitment process. In this case, notes will be retained as long as is necessary in order to fully investigate and resolve.

Notes of the interview with the successful candidate will be placed in the personnel file and stored for the duration of the employment and afterwards in accordance with our retention policy (Appendix 10, Guidance for Retention Periods from IRMS)

With the exception of the DBS Certificate, copies of documents used to verify the successful candidate's identity, evidence of their right to work in the UK and required qualifications will be retained in their personnel file.

We will not retain copies of DBS certificates for more than 6 months.

Evidence of all checks will be recorded in our Single Central Record.

We maintain a Single Central Record in electronic form in accordance with KCSiE 2021 with the following minimum information:-

- Identity check
- Barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on persons who have lived or worked outside the UK
- Professional qualification checks
- A check to establish the person's right to work in the UK
- If a college, whether the person's position involves 'relevant activity' ie regularly caring for, training, supervising or being solely in charge of persons aged under 18.
- For agency or third party staff, whether written confirmation has been received that the employment business supplying the member of supply staff has carried out relevant checks and obtained the appropriate certification and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff. (This is usually in paper form).

10. TRAINEES and STUDENT TEACHERS

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out and will record evidence of those checks on the school's single central record.

Where trainee teachers are fee-funded, we will obtain written confirmation from the initial teacher training provider that it has carried out all required checks, and that the trainee has been judged by the provider to be suitable to work with children. We will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made. Confirmation of checks from the provider will be retained and may be recorded on the school's single central record.

11. VOLUNTEERS

As set out in this policy, we will always apply safer recruitment principles and practice to volunteers working in our school. The level of checks undertaken for each volunteer will be informed by the level of supervision in place, the type and frequency of the activity undertaken and the outcome of a written risk assessment (Appendix 9).

Where checks have not been undertaken, we will never leave a volunteer unsupervised or allow them to work in regulated activity.

To ensure full compliance with the law, we will only obtain an enhanced DBS certificate with barred list check information for volunteers who are in regulated activity.

Where a volunteer is not considered to be in regulated activity, we will complete a written risk assessment to inform our decision about which level of checks are required, which we will keep securely in our files. Examples of the types of checks that may be undertaken on volunteers who are not in regulated activity may include, proof of identity, enhanced DBS certificate, employment and training history and references. As part of our risk assessment process, we will consider:

- the nature of the work with children
- what we know about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- motivation to volunteer
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability
- whether the role is eligible for an enhanced DBS check.

Confirmation of checks will be retained and may be recorded on the school's single central record.

12. INDUCTION

As part of their induction training on day one, all staff, volunteers and visitors who are new to the school will receive information at the appropriate level on:

- the school's safeguarding policy and procedures
- guidance on safe working practices and code of conduct
- the school's behaviour and communication policy
- who the designated safeguarding leads are and their role
- safeguarding responsibilities for children missing education
- DfE, KCSiE, 2021 Part 1 and Annex A.

All staff and regular volunteers will undergo a period of monitoring and where appropriate a probation period. This will include regular meetings with their induction tutor and line manager. Safeguarding and any other appropriate training will also be arranged and completed during the induction period.

Upon completion of the induction process, an induction checklist will be signed by both parties and a copy placed in the Personnel file.

Regular volunteers and visiting professionals working with children may also be asked to sign a safeguarding agreement prior to any contact with children.

13. ADVISORY PANEL

Advisory Panel members would not normally engage in regulated activity and therefore an enhanced DBS check without Barred list information will be the appropriate level of check. Where a member is undertaking additional duties, for example, unsupervised and regular volunteer work with children, an enhanced DBS check with barred list information will be obtained. We will also check that members are not prohibited from management (section 128 check). Confirmation of checks will be retained and may be recorded on the school's single central record.

14. AGENCY and THIRD PARTY STAFF

We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks in line with DfE, KCSiE, 2021 have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.

For those undertaking regulated activity, we will also request written confirmation that the agency or organisation have safeguarding policies in place and annual safeguarding training appropriate to the role.

Manchester City Council apply safer recruitment practice and undertake vetting checks relevant to posts appointed to within Children's Services.

We will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made. Confirmation of checks from the agency will be retained and recorded on the school's single central record.

15. CONTRACTORS

We will ensure that any contractor, or any employee of the contractor, including those who are self-employed, who is to work at the IncludEd site, has been subject to the appropriate level of DBS check as set out in the flowchart, in KCSiE 2021, Part 3. 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.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity.

Where confirmation of checks has been obtained, we will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made.

Confirmation of checks will be retained and may be recorded on the school's single central record.

16. VISITORS

All visitors will be asked to report to reception. Upon arrival, visitors will be asked who they are seeing and what the purpose of the visit is. Visitors will be asked to sign in on inventory and this will be given a visitor badge. Visitors will be asked to read the safeguarding statement. Unchecked visitors will always be escorted and or supervised.

We have adopted Manchester City Council procedures to ensure that there is no risk to children from visitors and we exercise diligence and prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils and

staff. Describe arrangements e.g. Sourced from reputable organisations, pre-agreed content.

17. ADULTS WHO SUPERVISE CHILDREN ON WORK EXPERIENCE

We will ensure that the placement provider has policies and procedures in place to protect children from harm. We will consider the specific circumstances of the work experience, and in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include the level of supervision of the person providing the work experience and the placement frequency. We will request written confirmation from the employer that a barred list check has been undertaken where it is considered the person supervising the placement is in regulated activity.

18. CHILDREN STAYING WITH HOST FAMILIES (HOMESTAY)

Where we make arrangements for children to have learning experiences where, for short periods, the children may be provided with care and accommodation by a host family to whom they are not related (for example, as part of a foreign exchange visit or sports tour), we will request enhanced DBS checks with barred list on those living within the household. Where the arrangement is overseas, we will work with our partner schools to ensure that similar assurances are undertaken prior to the visit.

Date of Adoption: December 2021

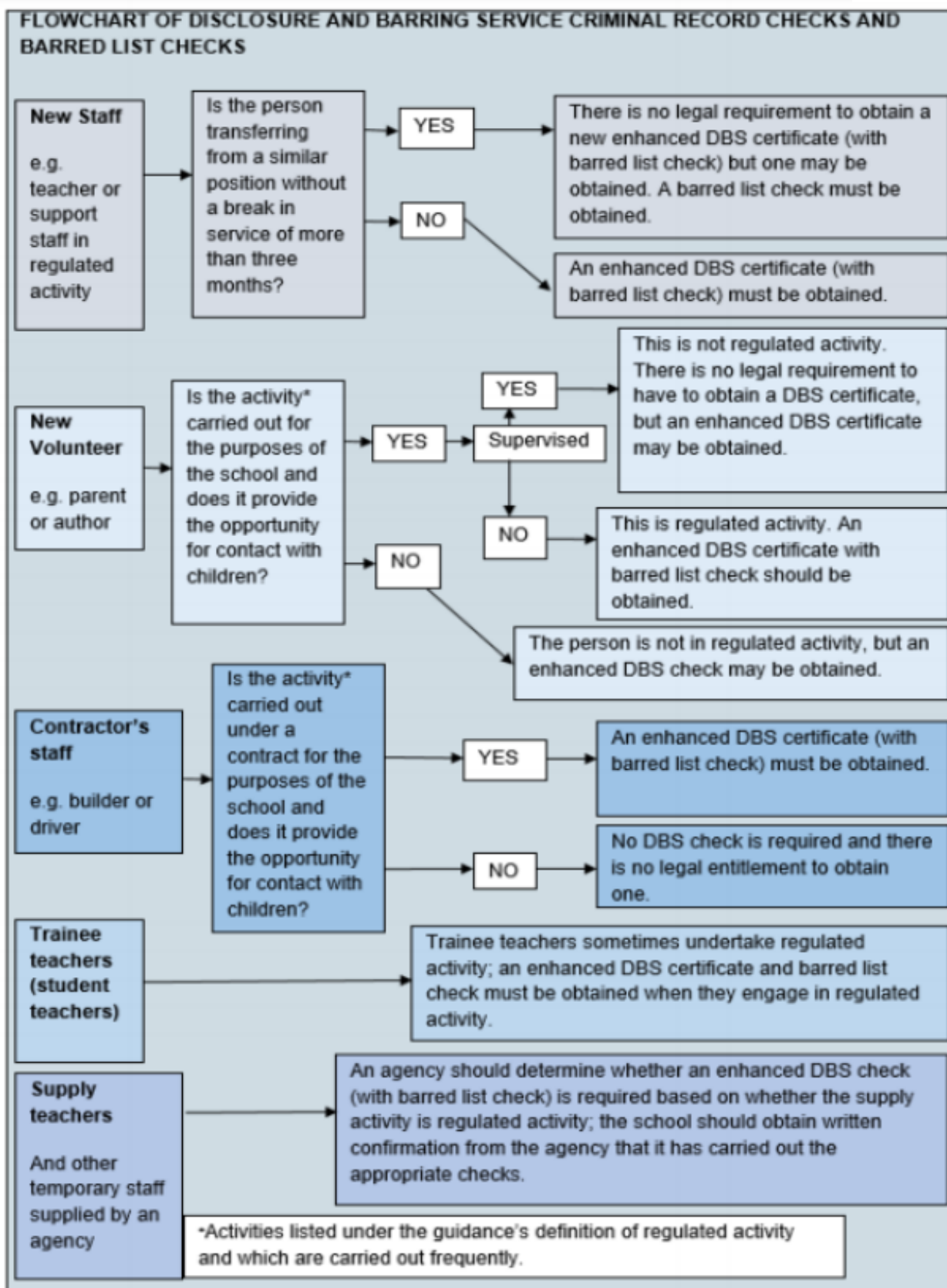
Date of Review: December 2022

We have adopted MSPRU policies to work in line with MSPRU policies and procedures.

SAFER RECRUITMENT EVALUATION CHECKLIST

Policy and Procedure	In Place	Not in Place	In Progress	Notes
Safer Recruitment Policy updated and monitored on a regular basis	✓			
Consistency in recruitment procedures applied to all categories of employment	✓			
Use of application Form	✓			
Use of Job Description & Person Specification	✓			
Referees asked to specifically comment on suitability of applicant	✓			
Two written references taken up	✓			
One member of panel to examine references prior to interview	✓			
References followed up by a telephone reference	✓			
References to be obtained for volunteers/supply/agency staff	✓			
Questions asked on applicants child protection awareness	✓			
Explanation of gaps in employment	✓			
Proof of identity sought – originals not copies	✓			
Academic qualification checked – originals not copies	✓			
Medical clearance prior to employment	✓			
No employment until DBS Certificate has been completed and original disclosure received.	✓			
Above checks applied as appropriate to Overseas staff, supply/agency staff/gap/volunteers	✓			
Panel interviews undertaken	✓		✓	Panel Interviews for Support staff, some panel interviews for Teaching staff.
Formal induction programme undertaken	✓			
Child Protection training / issue of Child Protection policy, Code of Conduct and Part One of KCSIE to new employee	✓			

APPENDIX A - DBS FLOWCHART



APPENDIX B - USEFUL INFORMATION

NSPCC - SAFER RECRUITMENT

<https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

Other Useful Documents

The Safer Recruitment Consortium is a partnership between four organisations with the safety and wellbeing of children at their heart, DFE, NSPCC & CAPE. Together they have developed the [Guidance for safer working practice for professionals working in education settings 2021](#)

<https://www.saferrecruitmentconsortium.org/>

[HM Government, Information sharing guidance for practitioners providing safeguarding services, 2018](#)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

