



**A Jewish school where
everyone is welcome**

Safer Recruitment Policy

Status	Statutory
Last reviewed	May 2022
Ratified	Audit, Risk, Finance & Staffing Committee
Review period and due date	(Annual)

Linked Policies

This policy should be read in conjunction with the following policies:

- Safeguarding and Child Protection policy
- Keeping Children Safe in Education 2020

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1. Aims

This policy aims to ensure that Eden Primary:

- Maintains a culture of safer recruitment.
- Promotes equality, diversity and inclusion in our recruitment and selection practices, including enabling the rigorous and unbiased appointment of staff.
- Will ensure that recruitment and selection policies and legally compliant and follow best practice in terms of employment, safeguarding and equal opportunities.
- Provides systems and procedures for safe practice in recruitment, in order to safeguard and promote the welfare of all, and particularly children and young people.
- Ensures that the best staff available are appointed and deployed in the most effective way to the benefit of our students, staff and communities.

2. Who is the policy for?

This policy applies to all staff employed by Eden Primary, as well as Members and Governing Board Trustees.

3. Equality, Diversity and Inclusion Commitment

3.1 Recruitment and Selection

- Eden Primary is committed to providing equal opportunity in recruitment and employment to all individuals. We will consider all candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability or any other legally protected status; and without discrimination based on socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristic or statuses.
- We value the diversity of our staff and reject any form of harassment, discrimination or victimisation. To achieve this, we are committed to maintaining a work environment and culture where people from different backgrounds, lifestyles, interests, opinions and responsibilities, treat each other with dignity and respect. Creating a climate in which our staff feel safe and are inspired and motivated to do their best.
- Eden Primary is dedicated to sustaining and promoting diversity with respect to recruitment, promotion, training and general treatment during employment. We are actively seeking to extend the diversity of our staff.
- We aim to ensure that our recruitment processes set up all candidates for success. At interview our aim is to provide a positive experience. We aim to provide the opportunity for all candidates to be themselves and show us what they are capable of.

3.2 Roles and Responsibilities

The Head Teacher and other Senior Leaders involved with recruitment will:

- Ensure that Eden Primary operates within safe, fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes in policy, legislation and statutory guidance.
- Ensure that all appropriate checks are carried out on staff and volunteers.
- Monitor the compliance of any contractors and agencies used by the school.
- Promote the safety and wellbeing of children and young people at every stage of the process.
- Ensure that the appropriate staff have completed the safer recruitment training and that the training is updated every two years.

Eden Primary will:

- Ensure that the relevant policies and procedures are up to date, support best practice and promote equality, diversity and inclusion

The Governing Body will:

- Monitor the school's compliance with this policy through reports received from the Senior Leadership Team and occasional audits.

3.3 Delegation of Appointments and Selection Panels

The Head Teacher has the authority to offer employment for all posts in the school below the position of Deputy Head Teacher. The Head Teacher will therefore have the authority to advertise, select and appoint to all positions within Eden Primary below the post of Deputy Head Teacher.

All positions within the school of Deputy Head Teacher or above will be Trust appointments and the Governing Body will work alongside the Head Teacher to advertise, select and appoint in such posts.

Selection panels will comprise a minimum of two people. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. It is expected that Safer Recruitment Training will be refreshed every two years.

4. The Recruitment procedure

4.1 Advertising

- Before an advertisement is placed, all relevant documentation i.e. job description, person specification will be in place. These should be reviewed before an advert is placed to ensure that the content and requirements are valid, non-discriminatory and up-to-date.
- All advertisements of any position, wherever they are published will include the following safeguarding statement: **'Eden Primary is committed to safer recruitment and the protection of children and vulnerable adults. All positions will require satisfactory DBS & DBA checks. We are committed to promoting equality and challenging discrimination. We welcome applicants from all sections of the community.'**
- In addition, all relevant documentation, including the Job Description and Person Specification will include the safeguarding statement.
- Posts will be advertised on the school website, the government's teaching vacancies website where appropriate and in other relevant publications as deemed appropriate. In determining where to advertise, the school will choose publications/websites that offer the most opportunity to be seen by a diverse pool of applicants.
- Prospective applicants will be supplied, as a minimum, with the following:
 - A job description and person specification
 - An application form
 - An application pack which includes information about Eden Primary
- All prospective applicants must complete, in full, and return a signed application form. Candidates submitting an application form online will be asked to sign the application form if called for an interview. A CV cannot be accepted in place of a completed application form.
- An additional range of questions regarding convictions and working with children will be asked of all candidates and will make it clear that the post is exempt from the provisions of Rehabilitation of Offenders Act 1974 (exemptions 1975) 2013 and 2020 updates. Candidates will be required to complete a declaration to this effect. This information is only shared with the recruiting panel for shortlisted candidates.
- The application form will also state that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected. The matter will also be referred to the police and other professional regulatory bodies.

4.2 Recruitment of Staff from Overseas

Following the UK leaving the European Economic Area (EEA), the legal requirements for recruitments for outside of the UK have changed. In order to recruit overseas applicants, Eden Primary will work with Haringey Council Human Resources and Payroll team to oversee the particular requirements regarding which posts can be filled with overseas works and how employers can access pre-employment checks.

4.3 Short Listing

Applicants will be shortlisted against the Job Description, Person Specification and Advertisement for the post. The criteria for the selection will be consistently applied to all applicants and a record kept of the outcomes for each candidate against this criterion.

If the field of applicants is felt to be weak, the post may be re-advertised.

4.4 References

References should be scrutinised and any concerns resolved satisfactorily before any appointment is confirmed. On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate and the answers should be compared for consistency with the application form.

- Where possible, references will be taken up after shortlisting and before the selection stage so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. The referee provided should be a senior person in an organisation and not a peer colleague. Open references will not be accepted. Reference provided by the candidate will be not be accepted.
- A minimum of two references will be obtained, one of which should always come from the most recent or current employer. Current employment references will only be approached when the candidate consents.
- Where a candidate is not currently employed, verification of their most recent period of employment and the reason for leaving should be obtained from the employer.
- Referees will always be asked specific questions about:
 - Employment dates, post held and reason for leaving
 - 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 candidates suitability for the post
- Any information about past disciplinary actions or allegations should be considered carefully when assessing the applicant's suitability for the post.
- 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 any such exchanges.
- If an applicant is not currently employed in a post working with children, an additional reference will be sought from the most recent employment in which the applicant has worked with children to confirm details of the applicant's employment and reasons for leaving.
- Where the individual has not had two employers, suitable alternatives need to be sought as an alternative for the second reference where it is practical to do so. For example, for a recently trained teacher, the training provider may be approached. It is important, wherever possible, that the references are supplied in a professional capacity. Where the information supplied on a reference is limited, for example only provides confirmation of employment dates, the additional information should be sought from a further referee.
- All employees are entitled to see and receive, if requested, copies of their references, unless they have been provided in the strictest confidence. In these instances, the candidate should be referred to reference provider to request a copy. Any queries regarding this should be referred to the Eden Primary Data Protection Officer by emailing dpo@turniton.co.uk.

- Where a reference is received by email, it should be checked to ensure it is from a legitimate source. The covering email along with its electronic signature should be retained with the reference as evidence of authenticity, as well as a follow up phone call.

4.5 Interview and Selection

- Candidates will be provided, in advance, with an overview of the selection activities to be used throughout. In addition, candidates should also be provided with further details of the selection activities on the day of selection, to give candidates, where appropriate, time to prepare.
- Selection activities are likely to include a range of assessment situations which are deemed to be relevant, for example, appointments to teaching posts will include a lesson to be taken by the applicant and observed.
- The questions asked by the panel will be aimed at obtaining evidence of how each applicant meets the requirements of the Job Description and the Person Specification. The same areas of questions will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. Appendix 1 contains some helpful tips for all panel members on avoiding bias in the selection process.
- Candidates will be required to explain any gaps in employment, explain satisfactorily any anomalies or discrepancies in the information available to the panel and declare any information that is likely to appear on the DBS disclosure.
- In addition, all interviews will explore issues relating to safeguarding and promoting the welfare of children and young people.

4.6 Pre-employment Checks

An offer of appointment to a successful candidate will be conditional upon the successful completion of pre-employment checks. When appointing new staff, the people leading the appointment process will:

- Have obtained two references, which are deemed to be satisfactory. Considerations should include content such as previous disciplinary record, any allegations made, the standard of performance in post, confirmation of employment dates etc.
- Verify a candidate's identity, preferably from current photographic identification and proof of address.
- Obtain an enhanced DBS disclosure certificate with barred list information. In exceptional circumstances, with agreement from the Head Teacher a candidate may be allowed to start prior to receipt of a full DBS if they obtain a separate barred list check and if, after carrying out a risk assessment, an individual is judged as suitable to start work in a regulated activity before the DBS certificate is available. In these circumstances the candidate will be appropriately supervised until DBS clearance is received.
- Require the candidate to provide proof of professional status and actual certificates of qualifications as appropriate for the post, for verification. If the original documentation is not available, the school will require sight of a properly certified copy.
- Verify the candidate's evidence of the right to work in the UK, in accordance to government guidance. For British citizens this evidence will usually be a passport, or birth certificate and national insurance card. For applicants who are not British citizens, they will need to provide evidence from the Home Office such as a biometric residence permit, or they can provide a 'share code' provided by the Home Office, along with their date of birth and the school can do an online check. **This identification then has to be held as a copy, in the staff file of the candidate appointed. The copy should be signed and dated by the person who saw the original document.**
- For leadership and management posts, including TLR responsibilities, ensure that the Section 128 check (Prohibition from Management) is completed. This check will therefore be needed for some internal promotions, as it may not be necessary at the initial appointment stage. The Section 128 check is also required for all members and governors.
- Receive a completed medical questionnaire from the candidate and agreement that the candidate will attend an occupational health appointment if necessary, in order to understand any recommended adjustments.
- Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. This includes obtaining an enhanced DBS certificate, even if the individual has never been to

the UK. In addition the schools must make any further check they feel is appropriate so that the relevant events that occurred outside the UK can be considered. Further details are available in section 172 of Keeping Children Safe in Education 2021. Should this apply, Haringey HR and Payroll teams will be consulted.

All checks will be:

- Confirmed in writing.
- Documented and retained on the individual's personnel file.
- Recorded on the appropriate systems with the school.
- Followed up if they are unsatisfactory, or if there are any discrepancies in the information received.

Employment will only commence once all checks and procedure have been satisfactorily completed.

4.7 Disclosure and Barring Service (DBS) checks

- All staff, governors, members and volunteers appointed will be required to undertake an Enhanced DBS check with barred list information, prior to commencing their employment/appointment. This applies to all those engaged in regulated activity and those with unsupervised access to children, which is likely to be all staff employed within the school.
- Contractors and employees of contractors, who work on the Eden Primary premises, where their work allows them an opportunity for unsupervised contact with children, will be required to have an Enhanced DBS check ahead of commencing work. The responsibility is with the contractor to undertake this and provide evidence to the school.
- All information regarding the DBS and barred list including name, date, DBS number and person who checked the DBS must be recorded on the school's Single Central Register.
- Where a DBS check identifies a concern, this should be referred to the Head Teacher. The Head Teacher will risk assess the situation. If it is decided that the individual can have DBS clearance, he or she will email the person responsible for the Single Central Record (SCR) confirming that they have conducted a risk assessment and are satisfied to confirm employment. The SCR will hold a field confirming that the School Business Manager has seen the outcomes of the DBS check.
- As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of the applicants for positions of trust, the school must comply fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.
- The government's guidance on DBS checks for existing staff is set out in Keeping Children Safe in Education revised guidance 2021. If a person moves from a post which is not regulated, to a regulated post, then a DBS check or a barred list check will be undertaken at this time.
- Once in the school's employment, there is no requirement to undertake routine DBS checks on existing staff, however, Eden Primary aims to undertake routine DBS checks for all staff every three to five years, whilst also ensuring that active safeguarding takes place and any observed concerns are reported to the Head Teacher or appropriate Designated Safeguarding Lead or Deputy Designated Safeguarding Lead and investigated and documented. Annual safeguarding refresher training takes place and staff are vigilant at all times.
- Staff can opt into the DBS update service. This enables future status checks to be carried out to confirm that no new information has been added to the certificate since its issue. Eden Primary can only use this service with the consent of the application and once they have confirmed that the certificate matches the individual's identity. The certificate must be the appropriate level.
- DBS certificates should not be retained on a staff file due to data privacy regulations. The letter of confirmation received from the electronic service should be retained on the file, with a note of the initial of the member of staff who verified the original certificate and the date it was seen.

4.8 Disqualification under the Childcare Act

These regulations apply to the early years' provision within Eden Primary and include any supervised activity for a child from birth until the 1 September following their fifth birthday. It applies to all provision for children

in that age range during and outside of school hours, including Reception class. The relevant regulations also apply to later year's provision (i.e. children under 8) in the more limited circumstances of childcare that is provided outside of school hours including breakfast club and after school provision.

Recruiting staff need to be made aware of the document 'Disqualification under the Childcare Act July 2018 update – stator guidance for schools' in order to understand the potential impact on the recruitment process and in particular with a primary setting.

Schools may not employ people to work in these early or later years' settings or allow them to be directly concerned in their management, if they are 'disqualified'. The grounds for disqualification are not only that a person is barred from working with children (included on the children's barred list) but also include, in summary, that:

- They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad.
- Other orders have been made against them relating to their care of children.
- They have had their registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering.

In line with the relevant regulation and as part of the pre-advertising preparation, the school should determine if the role to be advertised falls under the remit of the updated regulations. Where the role is captured by the regulations a disclosure should be included in the application pack, for completion by all candidates. Members of staff should be informed that they are not required to disclose the spend cautions.

Eden Primary will keep a record of those appointments covered by the regulations, and the date disqualification checks are completed. They should be held on the Single Central Register. Personal information that is relevant to the disqualification will be retained on the member of staffs personnel file.

5. Record Retention/Data Protection

Eden Primary is required to retain the following information which will make up part of the personnel file, for the successful candidate:

- Completed and signed application form
- References
- Copies of proof of identity, right to work in the UK and academic qualifications
- Verification of suitability (i.e. assessment outcomes)
- Evidence of the DBS clearance (the DBS number and date of issue only)
- Single Central Record of recruitment vetting checks.

The school will retain all interview/selection notes on all applicants for a six-month period, after which the notes will be shredded. This six-month retention period allows the school to deal with any data access request or recruitment complaint. Under the Data Privacy Act 2018, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Head Teacher within six months of the interview date.

6. Single Central Record (SCR)

In line with the DFE requirement, Eden Primary will keep and maintain a Single Central Record (SCR) of recruitment and vetting checks. The list will record:

- All staff, including salaried trainee teachers who are employed by the school.

- Any casual staff, supply agency staff whether employed directly or through an agency. The agency/employer of these staff is responsible for undertaking the relevant checks. The SCR should contain a note of the date the agency confirmed that the checks has been completed, clearance obtained and the relevant DBS certificate seen.
- Volunteers
- Governors/Members
- Those who provide additional instruction/support for the children who require a DBS check as per regulated activity guidance

7. Prohibition Periods

All staff, support staff, leadership and teaching staff, who are new appointments to Eden Primary will be subject to a probationary period during which their performance, conduct and suitability for employment will be monitored. The Statement of Particulars provides the detail.

8. Induction

All staff will be invited to attend an induction at Eden Primary, these sessions are offered at the start of each term.

All staff and volunteers who are new to Eden Primary as part of their induction, will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training.

All successful candidate will have the opportunity to attend any appropriate training/CPD.

9. Adults on Site Who Are Not Directly Employed By Eden Primary

9.1 Supply Staff

Eden Primary must check with the relevant supply agency that the required checks have been carried out to the extent relevant to that person: identity, enhanced disclosure, and right to work in the UK, barred list, prohibition, qualifications and overseas checks. Written confirmation from the supply agency that all relevant checks have been satisfactorily completed must be obtained. The Single Central Record must show that all these checks have been carried out to the extent relevant and, in addition that Eden Primary has carried its own identity check when the supply staff member arrived at the school.

9.2 Volunteers

Eden Primary will carry out DBS and pre-start vetting checks appropriate to the particular post and require regular volunteers to provide details of two references. References will be taken as details in the policy above. Volunteers who help on occasional basis e.g. trips/EPG events, are supervised, in accordance with legislation.

9.3 Contractors

Eden Primary will ensure that contractors, or any employee of a contractor, working at the school has been subject to the appropriate level of DBS and identity checks relevant to the tasks they are undertaking and appropriate supervision will be put in place accordingly. Written confirmation from the contractor that all relevant checks have been satisfactorily completed must be obtained. Upon arrival of the contractor the school will complete the identity check.

Appendix 1: Avoiding Bias in the Selection Decision Making

Panel members are subject to influences from their background, experiences and training, and decision making is not a mechanical process but based on judgement; therefore, we are all potentially susceptible to unconscious bias, distortion or stereotyping. The risk is that this could lead to decision making that is potentially discriminatory. Below are some things to remember to help you avoid this and ensure your decision is an informed one:

The Primacy and Recency Effects

If you are interviewing several candidates then the first or most recent will be clearer in your memory than those seen earlier in the day. This may magnify the good or bad points of the most recently seen at the expense (or benefit) of those seen earlier. Referring back to good note taking can help to avoid this.

Accuracy of Recall

Similarly, your memory of who said what can become blurred and distorted as the day progresses. Your notes will help to counteract this effect.

The 'Like Me/Us' Syndrome

It may often be tempting to favor people who seem similar to you or those already in the team. If this feeling is based on an objective judgement that the person best fits the selection criteria, then this is fine. However, you must make sure that other factors are not influencing your decision and remember that the best teams have a range of people with different personalities and skills sets.

Personal Liking Bias

You may find yourself feeling a preference for someone because they seemed the nicest person or someone you would have a lot in common with. You will need to focus on whether they are the person who best meets the selection criteria and will do the best job.

Interpreting Information Differently

Different panel members may interpret the same information in different ways. This is why it is very important for the whole panel to have a full detailed discussion about each candidate to identify and discuss any difference in interpretation.

Unconscious Prejudices and Stereotypes

If you or other panel members have any generic concerns and feelings, try to identify the evidence this is based on and the selection criteria it relates to. If you cannot then this may indicate that some element of unconscious bias and stereotyping is creeping in to your judgement.

Avoid Making Assumptions

Focus on assessing each candidate objectively on how well they meet your selection criteria based on evidence they provide you. Avoid making assumptions about people based on personal appearance, name, family or caring responsibilities.