

Brine Multi Academy Trust



SAFER RECRUITMENT POLICY

1. POLICY STATEMENT

Brine Multi Academy Trust's Safer Recruitment Policy forms part of a wider Trust-wide commitment to safeguarding children, young people and vulnerable adults in its care.

The policy sets out clear systems and processes for all who seek voluntary and/or paid employment at or within the Trust.

Brine MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The policy is based on the guidance set out in the Department for Education (DfE) document – Keeping Children Safe in Education (September 2019).

2. SCOPE

The measures described in this policy will be applied to all who are employed to work within the Trust who are likely to have contact with, and be perceived by children, as safe and trustworthy adults.

Incorporated within the scope of this policy are staff employed by contractors, supply staff, volunteers and the like who regularly work at schools within the Trust. Whilst they may not have direct contact with children as a result of their role/job, but nevertheless may be considered safe and trustworthy due to their regular presence on any of our school sites.

3. PERSONAL DATA - ENHANCED DBS CENTRAL RECORD

The Trust ensures that each academy holds a central record incorporating all employed staff (self-employed or employed contractors) and others that have contact with children. The record is available to the Headteacher and the individual academy's Leadership Group (where applicable). The record details a range of checks as set out by the DfE. The record is maintained by the HR Manager (or person responsible for HR in individual academies).

• **Contractors**

Each academy will ensure that all contractor staff engaged in building or similar works have the appropriate level of DBS check. At no time will contractor staff have unsupervised access to children without an Enhanced DBS check in place. If there is the possibility that contractor staff may come into contact with children they will be escorted by a member of academy staff.

We will check the identity of all contractors and their staff on arrival at an academy and contractor staff will be issued with a daily pass clearly identifying them as contractor staff. The pass details will incorporate the individuals name, company name, date and time of entry.

Each academy will obtain an Enhanced DBS check for any self-employed contractor not previously used by the Trust, as they are not able to make a direct application to the DBS on their own account.

- **Volunteers**

All volunteers will be subject to the Trust's recruitment procedures. No volunteer who is in unsupervised regulated activity will be permitted to work at any academy within the Trust without an enhanced DBS check being in place.

Where volunteers are recruited by another organisation that is engaged by the school, e.g. sports coaches from a local club, the school will obtain written confirmation from the organisation demonstrating that the person(s) have been appropriately checked. Where no such checks can be evidenced the academy concerned will intervene until the organisation can demonstrate that volunteer has been checked in accordance with DfE guidelines.

Students Staying with Host Families

Where an academy within the Trust makes arrangements for pupils/students to be provided with care and accommodation by a host family, to which they are not related (i.e. during foreign exchange visits), we will request enhanced DBS checks with barred list information on those people. Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, the individual academy will work with its partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

- **Supply Agency Staff**

No Supply Agency staff will be permitted to work at any academy within the Trust without written confirmation from the agency of the individuals DBS disclosure number and date of clearance. Where supply staff attend one of our academies for the first time, the member of staff responsible for Supply Cover will evidence their DBS disclosure number, date of clearance, photographic image combined with a copy of their teacher reference number to the school.

All supply agencies used by the school will be given a copy of the schools Safeguarding Checklist, Code of Conduct and Health and Safety Policy. For further details of the Safeguarding Checklist see Appendix 1.

- **Guests & Visiting Speakers**

Guests, visiting speakers will not be required to have an enhanced DBS check and barred list check prior to their visit; however they will be supervised during their visit. Content of what they will be speaking about will be checked as part of the Prevent Duty.

- **Members/Trustees/Governors**

All Governors/Trustees/Members who are volunteers will be treated on the same basis as other volunteers, that is, an enhanced DBS check with barred list check will only be requested if they are engaged in regulated activity.

In the case of the Chair of Trustees, their DBS check will be countersigned by the Secretary of State, in accordance with statutory requirements. The exception to this is when the Chair of Trustees takes on this role and has:-

- already had a DBS check carried out by the LA/relevant academy prior to conversion;
- not had a break in service of over 3 months.

All Members/Trustees/Local Governors 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). N.B. This check is for those who have retained or been given management responsibilities.
- Identity.
- Right to work in the UK.
- Other checks deemed necessary if they have lived or worked outside of the UK.

- **Staff**

All appointments are subject to a DBS Enhanced check. This will be obtained prior to taking up their appointment. All staff appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching, via the Employer Access Online Service being checked by the school for such individuals.

The Trust reserves the right not to proceed with, or terminate, employment with immediate effect if the DBS check reveals convictions which have not been declared on the application form, or if any of the documents outlined in DBS Identification evidence form have been falsified in any way.

- **Site Security**

No unauthorised person will be permitted access to an academy site. Our sites are secure throughout the core operating hours. Visitor car parking is clearly sign posted. Access is gained via the main school reception.

At no time will a visitor be permitted access to a pupil/student(s) without having supervision or appropriate checks in place i.e. Enhanced DBS.

Individual academies will obtain written confirmation from any agency or third-party organisation that the appropriate checks have been carried out on an individual who will be working at the school that the school would otherwise perform. This will include the person presenting themselves for work is the same person on whom the checks have been made via photographic evidence.

Our academies have CCTV in place so as to enhance surveillance in support of staff and student wellbeing/safety.

- **Dual Occupancy Staff**

All staff based on an academy site and employed by others, e.g. Cheshire East Council and other external agencies will be Enhanced DBS checked by the third party employer. The individual academy will check that the person presenting themselves for work is the same person on whom the checks have been made.

- **Trainee/Student Teachers**

An enhanced DBS certificate and barred list check will be obtained for any trainee/students teachers that are salaried by the school. The initial teacher training provider will be responsible for carrying out the necessary check and providing evidence of this for fee-funded trainee teachers.

4. **RECRUITMENT AND SELECTION PROCESS**

- **Exit Interviews**

All staff that resign from their post within the Trust will be given the opportunity to attend an exit interview. The process will include a leaver questionnaire and interview. The interview will focus on the reasons given for leaving in the questionnaire. The process will be private and confidential.

- **Advertising**

All adverts will be carefully constructed to ensure they promote the Trust's commitment to the safeguarding of pupils/students, young children and vulnerable adults.

- **Job Description and Person Specification**

All job descriptions (JD) and personnel specifications (PS) produced by academies within the Trust will be reviewed prior to advertising. The JD/PS will make reference to the schools commitment to the safeguarding of pupils/students.

The JD/PS will summarise the main duties and responsibilities of the post. It will include the individual's responsibility for promoting and safeguarding the welfare of children and young people whom he/she is responsible for, or come into contact with.

- **Application Form**

Each academy will use a standard application form to obtain a common set of core data from all applicants. They will not ask for a curriculum vitae and will not accept one in place of an application form.

- **Information Pack to Candidates**

The information pack that will be sent out to candidates will include the following:

- Application form;
- Job Description and Person Specification;
- A 'Know your School' booklet (where applicable);

- Child Protection Policy;
- Statutory guidance document 'Keeping Children Safe in Education'.

- **Short Listing**

All applications are scrutinised by the interview panel members to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.

Incomplete applications will not be accepted. Clarification may be sought around anomalies or discrepancies and/or gaps in employment history identified by the scrutiny panel prior to short listing. The short listing panel will form the interview panel to ensure clarity and consistency.

Applicants will be assessed equally against the criteria contained in the Person Specification without exception or variation.

- **References**

Academies within the Trust will always seek references prior to interview and before making a formal offer. Where possible to do so, references will be sought prior to short listing. Academies will also contact the applicant's current or last employer.

Academies will **NOT**:-

- Accept references and/or testimonials provided by the candidate.
- Accept references from friends, relatives or neighbours.

Where a reference is considered to be vague, the referee will be contacted and asked to provide written answers or amplification as deemed appropriate.

Information given by the applicant's referee(s) will be compared with the application form to ensure that there is clarity and consistency. Where there is a discrepancy this will be addressed with the applicant at interview.

Academies will consider all information regarding previous convictions, disciplinary action and/or allegations on a case by case basis and in accordance HR support and guidance.

- **Student Voice**

Where appropriate, academies may involve pupils/students in the recruitment and selection process. Pupil/student involvement is considered good practice and may take the form of an interview (for senior staff) or feedback from children in a lesson, or from the pupil/student led tour of the academy.

- **Invitation to Interview**

The invitation to interview will clearly indicate the following:

- Purpose
- Date
- Time
- Outline programme

All candidate ID's will be checked thoroughly on entry to an academy site. To satisfy the Trust's ID checking process, candidates will be required to provide a current photographic image of themselves, e.g. driving licence or passport.

All candidates will be required to evidence documents confirming their educational and/or professional status relevant to the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body.

Copies of the documents used to verify the successful candidate's identity and qualifications will form the basis of the individual's personnel file.

- **Interview Panel**

The Trust will seek to have a minimum of three interviewers one of whom will be the 'safeguarding' representative (they will have undergone Safer Recruitment training).

Where the interview is for a teaching post the Headteacher, Deputy Headteacher or an Assistant Headteacher will form part of the interview panel. Where the interview is for a support staff post, the process may involve an appropriate member of the Support Staff Group.

All interviews will be clearly structured and include questions that have been pre agreed by the panel. The interview panel will be required to record candidate answers. The recorded answers will form part of the successful candidate's personal file. The panel will ask candidate's specific questions relating to the information provided on application. The panel will in all cases ask questions relating to the safeguarding of children, young people and vulnerable adults.

- **Scope of the Interview**

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel also assess and/or clarify the following:

- Candidates understanding of safeguarding children, young people and vulnerable adults in line with the school's Child Protection Policy and DFE Guidance;
- Candidate's attitude toward children, young people and vulnerable adults;
- Candidates ability to support and uphold the establishment's agenda for safeguarding (including the Prevent Agenda) and promoting the welfare/wellbeing of children;
- Gaps in the candidate's employment history;
- Concerns and/or discrepancies arising from the information provided by the candidate and/or a referee;
- Candidate's declaration in light of the requirement for an enhanced DBS check.

- **Conditional Offer of Appointment – Pre Appointment Checks**

A verbal and provisional offer of appointment to the successful candidate is conditional and subject to the following:

- Receipt of at least two satisfactory references as described above;
- Verification of the candidate's identity (if not verified at the interview);
- A satisfactory DBS Enhanced Disclosure check;

- Under section 60 of the Equality Act 2010, verification of the candidate's medical fitness where this is required as an intrinsic function of the role will be obtained through the interview and the schools' Occupational Health provider;
- Verification of qualifications (if not verified at the interview);
- Verification of professional status where required e.g. QTS status (unless exempt), NPQH;
- Verification of successful completion of statutory induction period (Teaching Staff Only - Applies to staff that obtained QTS after 07 May 1999);
- Satisfactory completion of the 6 month probationary period (Support Staff Only).

- **Notifying Candidates of the Outcome of Interviews**

All candidates are contacted as soon as reasonably practicable to advise of the outcome of the interview process. The contact will take the form of either a 1:1 meeting on the day following the interview process or a telephone conversation between the candidate and a representative of the interview panel. Constructive feedback will be offered to all candidates regardless of the outcome.

The successful candidate will receive written confirmation of the offer of employment, subject to satisfactory written references being received by the school, a DBS Enhanced clearance and under section 60 of the Equality Act 2010, verification of the candidate's medical fitness where this is required as an intrinsic function of the role.

A formal written offer of appointment will NOT be made until these checks are processed and deemed satisfactory.

- **Written Summary of Checks**

The school will hold a summary check sheet for every post.

- **Prohibition Orders and DBS Checks on Overseas staff**

Where appropriate, a check on any prohibition will be carried out via the Employer Online Access and Enhanced DBS checks will be completed for staff from overseas. There may be exceptions, e.g. where the applicant has not previously lived in the UK. Notwithstanding this all the checks as previously described will always be completed.

In cases where an applicant has worked or been resident overseas in the previous five years, the appointing academy will obtain a check of the applicant's criminal record from the relevant authority in that country. Where possible to do so, a certificate of good conduct will be obtained from the originating country's Embassy located in this country.

- **Post Appointment Induction**

In all cases, newly appointed staff employed at academies within the Trust will be subject to a probationary/induction period. Where the role is specific to support staff and the appointed person is new to the Trust, they will be subject to a 6 month probationary period. Where the role is specific to teacher staff, the new employee will receive an induction commensurate with their role.

In all cases, the probationary period/induction process will be initiated by the appropriate senior post holder. The process of induction will be cascaded down and the process monitored and reviewed at regular intervals.

The purpose of the induction process is to:

- Provide appropriate training and information commensurate with the role and the school's policies and procedures;
- Ensure staff are integrated and feel safe and valued;
- Establish the conduct expected of staff within the academy and Trust;
- Provide a platform for new members of staff and/or volunteers to discuss any issues or concerns they may have regarding their role/responsibilities;
- Enable the line manager/mentor to monitor and review the new person's ability, suitability and/or capability.
- Reinforce policies and procedures in relation to safeguarding and promoting the welfare/wellbeing of child, young people and vulnerable adults.

All induction programmes will include Child Protection training. New staff will have opportunity to evaluate their induction programme.

Staff will be required to read, and confirm they have read, Part 1 of 'Keeping Children Safe in Education and the Child Protection Policy'. Staff will also be required to complete Level 1 Safeguarding in Education training which will also include training on the PREVENT duty.

5. **POST APPOINTMENT PROCEDURES**

- **Allegations against staff**

Allegations against a member of staff (including the Headteacher) should be made in accordance with the Trust's Allegations Against Staff Policy.

- **Staff wishing to raise a concern and/or complain about a member of staff**

The individual academy will follow the Trust's grievance procedures at all times (See Code of Conduct).

- **Whistleblowing**

The Trust's Code of Conduct and Whistleblowing Policy highlights the whistleblowing procedure. This will be followed at all times should the need arise.

- **Disciplinary and/or Grievance procedures**

All academies within the Trust adhere to the Trust's procedures in respect of disciplinary and grievance procedures.

- **Role of Trustees and Governors**

All Trust policies, including Safer Recruitment, are regularly reviewed at either Trustee or Governor level (as per the scheme of delegation for the Trust).

- **Maintaining a Safeguarding Culture:**

All staff at academies within the Trust are subject to a comprehensive induction programme commensurate with their role and responsibilities.

This policy is underpinned by the following:-

- Code of Conduct;
- Induction and training;
- Regular briefing sessions pertaining to key/core issues;
- Mandatory training:
- Safeguarding Children,
- Bullying and Harassment
- Equality and Diversity
- Prevent Agenda

- **Monitoring**

The recruitment and induction process will be monitored and reviewed at regular intervals to ensure best practice.

This will include:

- Staff turnover and reasons for leaving;
- Exit interviews;
- Attendance of new recruits at child protection training and other training deemed essential by the school.

- **Performance Management**

The Trust is committed to the right of all staff to have access to Performance Management. Performance Management will support the needs of staff and the school. It will enable staff to identify training and development needs commensurate with their role and responsibilities.

- **Human Resources – Support and Guidance**

Support and guidance is sought and provided through the HR Manager, person with delegated responsibility for HR in your academy, or external HR provider (as appropriate for the individual academy) and the Trust's external legal Team as required.

- **Personnel Files**

All staff will have a personal file created following appointment. The file will be live and updated as required. The contents will remain in storage for up to 3 years following resignation, and 15 years following ill health retirement or dismissal and indefinitely if dismissed following a disciplinary investigation.

6. REVIEW OF POLICY

This policy will be reviewed by Trustees, following the Trust’s standard policy review schedule.

Prepared/updated by: Sharon Houghton	Date: November 2019
Approved by Governors: December 2019	Review Date: November 2022
Previous version dated: May 2016	

Supply Agency Staff & ID Checks

Supply Agency Checks

When Supply Agencies are approached for cover they will be required to provide the following information:

- **ID Checks:**
Agencies will be required to send through by fax a photograph image of the member of agency staff prior to their arrival on site.
- **Qualification Checks:**
Agencies are to verify qualification before agreeing placement.
- **DBS Checks:**
Enhanced DBS clearances are made available before any the placement will be permitted to commence. It is the agencies responsibility to regularly review and update DBS checks.
- **Right to Work in the UK:**
It is the agencies responsibility to undertake all the necessary checks to ensure that supply staff are eligible to work in the UK. The relevant documents are to be presented to the school prior to the commencement of any placement.
- **References:**
Agency references are to comment on:
Punctuality;
Spent or unspent disciplinary issues