



# Safer Recruitment

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| Policy updated by:     | J Bogges   |
| Reviewed by staff:     | May 2021   |
| Review due:            | May 2023   |
| Agreed by Headteacher: | N Anderson |



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This Safer Recruitment policy is based on the Leicester Partnership School Safer Recruitment Policy.

This Safer Recruitment Policy has been written with reference to:

- 1. Keeping Children Safe In Education, 2021**
- 2. Working Together to Safeguard Children, 2018**
- 3. Leicester, Leicestershire and Rutland LSCB Safeguarding Inter-Agency Procedures**

## Introduction

The Leicester City Primary PRU is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In this context it is vital that Leicester City Primary PRU applies recruitment and selection procedures that identify people who are unsuited to work with children.

## Scope of Policy

The measures described in this policy should be applied to everyone who has sole responsibility for the care of children for any length of time and at the discretion of the Headteacher, those who regularly come into contact with children in a supporting or voluntary capacity.

The Leicester City Primary PRU's Safer Recruitment Policy draws upon recent DfE guidance and should be read in conjunction with the Leicester City Primary PRU's current Child Protection and Safeguarding policy, Staff Induction policy and Staff Code of Conduct.

## Aims

To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.

To seek to secure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.



## Procedures

**The following procedures apply to the appointment of all staff.**

*Note: In the case of non-UK residents, or any employee who has lived outside the UK recently, suitable checks should be made in the relevant countries. This includes the Channel Islands and the Isle of Man. In the following section, and references to DBS checks shall mean such foreign checks.*

At all times the Leicester City Primary PRU shall comply with the recommendations and regulations as prescribed from time to time in the DfE publication **Keeping Children Safe in Education 2021** or any subsequent publication.

## Recruitment Process

Any advertisement for an employee of the Leicester City Primary PRU, whether temporary or permanent, full time or otherwise will be processed via the Leicester City Council Recruitment Team and shall make it clear that an appointment is subject to a satisfactory DBS disclosure at enhanced level. This statement is re-iterated on the job details supplied to any enquirers. before appointment. They are required to bring with them documentary evidence of teaching qualifications where applicable and other qualifications as required.

At each interview there are trained recruitment staff with at least one member of the panel who holds the Certificate for successful completion of the Safer Recruitment or Safer Recruitment online training run by Leicester City Council. A register shall be kept (along with all other staff records as described in the Records section of this policy) of such certificate holders and a copy of the Certificate shall be available for inspection at any reasonable time.

All interviewees will be asked at least one question to establish whether he/she has an awareness and understanding of appropriate safeguarding procedures.

As part of the application process he/she will be required to disclose any details of any disciplinary incident (whether child protection or otherwise) and shall account for any gaps in employment / training history.

A reference shall be sought from at least two persons for each candidate invited to interview, one of whom shall be the most recent employer or course tutor. The reference request will be generated by the Recruitment team and will be passed on to the Leicester City Primary PRU recruiting manager for approval, a copy of which will be taken before returning to HR.



Once a candidate has been selected, before any offer of appointment is made and if references raise any concerns, these shall be brought to the attention of the appropriate HR officer and subsequently the recruiting manager may contact referees by telephone and verify details obtained at interview and in the reference. The date and time of the call should be noted on the applicant's reference paperwork, a copy of which will be taken before returning to HR.

## The Appointment Process

Once a candidate has been selected for a post an offer shall be made in writing, stating that the post is subject to a satisfactory DBS disclosure at enhanced level, references and completion of medical questionnaire.

No employee shall commence work at the Leicester City Primary PRU until the documents in the Evidence Required have been verified and recorded.

No person shall carry out work of any description at the Leicester City Primary PRU in contravention of any direction made under Section 142 of the Education Act 2002 or if that person has any disqualification, prohibition or restriction which takes effect as though it were such a direction.

Every employee will be subjected to a satisfactory **List 99** check and a check of the Protection of Children Act List (PoCA). From 1 November 2010 all employees, members of the Management Committee and Voluntary workers shall have been checked that they are registered with the Independent Safeguarding Authority and are not barred from an ISA regulated activity.

## Existing Staff

Any staff appointed prior to the date when this policy was first adopted (May 2017) will be required to undergo further checks as part of the Local Authority's ongoing commitment to ensuring the safety and welfare of young people.

## Members of the Management Committee

The Designated Member of the Management Committee with Responsibility for Child Protection (Richard Jaramba) will have completed the Designated Senior Person training.



Any member of the Management Committee who is likely to be regularly for, training, supervising or being in sole charge of pupils at the Leicester City Primary PRU will have a DBS at enhanced level.

From 1 November 2010 all appointed members of the Management Committee shall also be subject to checks with the ISA.

## Supply Agencies and Temporary Staff

The Leicester City Primary PRU shall request evidence from the agency before staff recruited by supply agencies to fill temporary vacancies can commence work. This can be done in advance, by requesting details of their general recruitment policies and ensuring that they are compliant with all relevant legislation.

The Leicester City Primary PRU will request sight of a copy of an enhanced DBS check before the employee can commence work. A record will be kept.

Any such DBS must be less than 3 months old.

The Leicester Primary PRU will request written evidence that all checks described in the section below (Evidence Required) has been carried out prior to an employee's appointment to the Leicester City Primary PRU. This paragraph shall apply respective of whether the individual has worked in the Leicester City Primary PRU previously.

Any temporary employee appointed directly by the Leicester City Primary PRU shall be subject to the same procedure as permanent staff as described in the Aims section, except that evidence of an enhanced DBS obtained by the agency may be accepted.

## Evidence Required

All employees will have provided the following information, which shall have been verified by the Headteacher or other delegated member of staff:

1. Evidence of identity, including name, address and date of birth. Any document acceptable for the DBS process are acceptable in this instance;
2. The number and date of the DBS and/or the date of the List 99 check (as appropriate);
3. Prohibition Check for teachers employed after September 2013;
4. References including notes made during a phone call - the latter to be signed and dated;



5. Application form giving a full employment/training history with notes explaining any gaps and reasons for moving jobs;
6. Relevant qualifications;
7. A medical statement indicating fitness to work at the Leicester City Primary PRU
8. Evidence of permission to work in the UK for a member of staff who is not an EEA national;
9. From 1 November 2010, the referral from the ISA confirming that the person is not barred;
10. Further checks as determined by the Headteacher, having regard for any guidance issued by the Secretary of State are required for any individual who lives or has lived outside the UK.

## Records

A central record shall be kept by the Administrative staff which comprises the title and date of the appointment and verification that documentary evidence of the above 10 items has been seen. The date of inspection shall be recorded.

Copies of documents related to above points 3, 4 and 6 shall be kept within the individual's personal file.

## Any person deemed unsuitable for work

In the event that any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children the Leicester City Primary PRU will report the matter to the Secretary of State via the Department for Children, Schools and Families and to the Independent Safeguarding Authority (ISA2) within one month of leaving the Leicester City Primary PRU.

Such a report will include as much evidence about the case as possible.

In this context, ceasing to use a person's services includes: dismissal; non-renewal of a fixed-term contract; no longer engaging/refusing to engage a supply employee provided by an employment agency; terminating the placement of a student employee or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation, and voluntary withdrawal from supply teaching, contract working, a course of initial employee training, or volunteering.

Confidentiality clauses contained within 'Compromise Agreements' are not exempt.



Failure to make a report constitutes a criminal offence.

At all times the Leicester City Primary PRU shall comply with the Education (England) Regulations 2003 as may be required.

### **Those for whom DBS checks are not required**

- Visitors to the Headteacher/other staff or those who have only brief contact with children in the presence of an employee;
- Visitors carrying out repairs or servicing equipment; building and other contractors properly supervised (unless they come into contact with children);
- Volunteers or parents who only accompany staff at specific Leicester City Primary PRU events or on one-off trips (not involving over-night stays);
- Those on the Leicester City Primary PRU site when pupils are not present as long as they have left before pupils return.

### **Monitoring and Review**

This policy is reviewed biannually before being ratified by the Headteacher and Business Manager.