



Nailsea School

Central record of Recruitment and vetting Checks Policy

Policy start January 2018

Central Record of Recruitment and Vetting Checks

1 Rationale:

- 1.1 Nailsea School is committed to safeguarding the welfare of children and as employers are responsible for ensuring that they have a written recruitment and selection policy in accordance with the "Safeguarding Children and Safer Recruitment in Education" guidance issued by the DfES in January 2007 and all updates since.

2 Purpose

- 2.1 Safeguarding and promoting the welfare of children is an integral factor of school management. Robust and rigorous recruitment and selection practices helps deter or reject unsuitable applicants from gaining positions within schools and helps to ensure that the workforce is fully committed to the safe welfare of children who contribute to a safe and secure school environment.
- 2.2 The purpose of this policy and associated guidance is to collate principles of good practice and to provide guidance that incorporates the nationally recommended approaches to safeguarding children.
- 2.3 This policy should be read in conjunction with the Safer recruitment Policy.

3 Scope

- 3.1 The measures described in this policy and in the recruitment and selection toolkit are applied in school where adults work with children (including Governors) who are children under 18 years of age.

4 Roles and Responsibilities

- 4.1 The Headteacher is responsible for the internal organisation, management and control of the school. However all staff, governors and volunteers have an integral responsibility in ensuring that the school environment is safe and secure for children and that appropriate procedures are followed.
- 4.2 The safer recruitment policy should be used by anyone who is involved with recruitment, selection and induction of staff.
- 4.3 The Headteacher should ensure that there is at least one person at any interview who has completed safer recruitment training.
- 4.4 The Assistant Business Manager (Finance & HR) is responsible for ensuring that all appropriate vetting checks and the DBS checks are completed and logged onto the SIMs database.
- 4.5 The Headteachers P.A. is responsible for monitoring and maintaining the Single Central Register for all staff, governors, volunteers and contractors who come onto site, and to ensure that it is up to date at any given time.

5 Equal Opportunities

- 5.1 This school is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity. The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school with due regard to the equality, trade union membership/non membership, status or number of hours worked

6 Safeguarding Statement

- 6.1 Nailsea School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
- 6.2 We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates (and Governors) will be subject to an Enhanced Disclosure and Barring check along with other relevant employment checks.

7 The Recruitment Process

- 7.1 The main elements of the process are:
 - 7.1.1 Ensuring job descriptions/person specifications are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children
 - 7.1.2 Ensuring that the reference request proforma includes specific reference to suitability to work with children.
 - 7.1.3 Advertising
 - 7.1.4 Using application forms to obtain and scrutinise comprehensive information about applicants
 - 7.1.5 Ensuring references are obtained that help assess applicants' suitability for the post through specific focussed questions
 - 7.1.6 Conducting face to face interviews that ask appropriately robust questions
 - 7.1.7 Verification of applicants' identity
 - 7.1.8 Verification of qualifications and skills.
 - 7.1.9 Verification of an applicants' previous employment history and experience.
 - 7.1.10 Completion of mandatory employment checks, including Disclosure and Barring
 - 7.1.11 Safeguarding self-declarations made by applicants
 - 7.1.12 Verification that the applicant has the capacity for the job.
 - 7.1.13 Induction programmes that ensure a 'safeguarding children' culture is adopted and embedded into continuing practice.
 - 7.1.14 Performance Management/Appraisal

8 Central Record of Pre-Employment Checks

- 8.1.1 In addition to the various staff records kept in schools and on individual personnel files, a single central record of recruitment and vetting checks will be kept in accordance with Ofsted requirements.
- 8.1.2 The record will contain details of checks on the following people:
- 8.1.3 All staff who are employed to work at the school;
- 8.1.4 All staff who are employed as supply staff to the school whether employed directly by the school or local authority or through an agency;
- 8.1.5 All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach, artist or university students.
- 8.1.6 The record of checks will be kept up to date by the Headteacher's P.A. and be readily available for the Headteacher, Governors, Ofsted and HM Inspections.
- 8.1.7 For the purposes of creating the record of checks for supply staff provided through a supply agency (whether local authority or commercial), the school will request written confirmation from the supply agency that it has satisfactorily completed all relevant checks. The school does not need to carry out or see the checks itself except where there is information contained in the DBS Disclosure.
- 8.1.8 Identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. Information disclosed as part of a DBS Disclosure will be treated as confidential.
- 8.1.9 The central record will indicate whether or not the following have been completed:
- 8.1.10 Identity checks – Name, Date of Birth, Full Address
- 8.1.11 Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH, PGCE, Cert Ed. Additionally, for those applying for teaching posts, registration and prohibition from teaching checks;
- 8.1.12 Checks of permission of right to work in the United Kingdom;
- 8.1.13 DBS Enhanced Disclosure with/without CBL;
- 8.1.14 Further overseas criminal records checks where appropriate e.g. lived abroad.
- 8.1.15 Prohibition from teaching checks.
- 8.1.16 Section 128 checks for senior/middle leaders
- 8.1.17 Where the governing body provides services or activities directly under the supervision or management of school staff, the school's arrangements for staff appointments will apply. Governors will ensure that proper records are kept.

9. Review:

- 9.1 This policy will be reviewed annually
- 9.2 The chair of governors and head teacher are responsible for the review.

