



Safer Recruitment Policy and Procedures

Policy Owner: Stephen Beeson

Procedure Date: 28 November 2016

Introduction

The Drapers' Multi-Academy Trust (MAT) is committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment.

The Keeping Children Safe in Education 2016 Department for Education (DfE) guidance sets out best practice for Safer Recruitment, ensuring that information provided by the candidates or a third party at every stage of the recruitment process is scrutinised and any issues arising are addressed. Following these steps helps ensure that safe recruitment practices are always followed and establish a safe environment in which children can learn and develop in line with this policy

Scope

This procedure applies to all Director, Governor, staff and volunteer recruitment for any school within the MAT.

Each school within the MAT must ensure that the contents of this policy are communicated to all staff involved in any way with the recruitment process.

Procedures

1. Each Principal must ensure that the measures described in the DfE Keeping Children Safe in Education 2015 are applied in relation to everyone who works in their school when there are children present and who is likely to be perceived by the children as a safe and trustworthy adult. These are not only people who regularly come into contact with children, or who will be responsible for children, as a result of their work. They are also people who regularly work in a school when the pupils are present, who may not have direct contact with children as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence in the setting. This includes workers who are not on the payroll, e.g. staff employed by contractors, and unpaid volunteers.
2. These provisions also extend to recruitment agencies that are required to adopt and implement the measures described and must include their commitment to this in any contract for service with the MAT schools. Academy staff will monitor the contractor's compliance.
3. Safe Recruitment and Selection measures will be adopted when recruiting and selecting prospective employees and volunteers.



4. All staff, governors and directors, together with any person working with children, must undergo background checks before being permitted to take up their responsibilities.

Recruitment and Pre-Employment Checks

5. For all posts, an advertisement MUST be placed which includes a specific reference to the MAT's commitment to Safeguarding and Child Protection.
6. For all posts a documented process must be undertaken that is able to demonstrate a robust process has been undertaken and records must be retained for inspection purposes.
7. Each school is responsible for maintaining records to ensure that the required checks are undertaken and appropriately recorded. The checks that are required are:
 - a. An identity check, including the Right to Work in the UK (photocopies signed and dated MUST be retained on the Personnel file). [The Home Office has issued guidance on the documents that fulfil this check and provides the direction on retaining the documentation];
 - b. An Enhanced DBS check including Barred List Check;
 - c. A Prohibition From Teaching Check for any Teaching Staff (whether qualified or not);
 - d. A Section 128 Direction Check for Management and Governors (part of the Enhanced DBS Check);
 - e. A check to confirm the candidates medical fitness to undertake the duties of the post;
 - f. Two references, at least one which MUST be from the current, or most recent employer;
 - g. References MUST also be taken up for internal candidates;
 - h. Verified copies (to be retained) of professional qualifications.
8. All checks MUST be:
 - i. Confirmed in writing;
 - ii. Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations); and
 - iii. Followed up where they are unsatisfactory or there are discrepancies in the information provided.
9. At least one person on any recruitment panel (internal or external) must have completed safer recruitment training.

Single Central Record

10. Each School MUST maintain a Single Central Record which MUST record details of any individuals working in any form of regulated activity, including staff, Governors and External Support.
11. Each schools Single Central Record MUST contain at least the following fields for employed staff:
 - a. An Identity Check
 - b. An Enhanced DBS Check with Barred List, including the certificate number, date of certificate, who has verified the certificate and date of verification;
 - c. A Prohibition from Teaching Check;
 - d. Additional checks from overseas Police Forces where the individual has lived or worked outside the UK;
 - e. A check of the Professional Qualifications;
 - f. A check to establish the person's Right to Work in the UK;
 - g. A Disqualification by Association Declaration (only for schools with children under the age of 8).
12. For supply staff, schools should also include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.
13. For other Agency Staff, schools must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made.
14. For volunteer staff, checks to confirm identity, Right to Work in the UK and Enhanced DBS with Barred List disclosure (with the same recorded details as for employed staff) are required.

Review

15. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.



16. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the Chief Operating Officer that the current version of this policy is still fit for purpose.
17. The Chief Operating Officer must submit a list of all confirmed policies to the board at the first meeting of each new academic year.
18. The MAT board must formally review and re-approve this policy every five years.