

Safer Recruitment Policy

(This is also Inclusive of Education and Residential)

Approved by:	N Bell
Last reviewed on:	January 2022
Next review due by:	January 2024

Recruitment and selection process

It is the Policy of the Organisation that all prospective staff are treated according to the laws, regulations and our own policies on recruitment. We recognise that our staff are our greatest asset in achieving our mission. The processes described in this policy give us the ability to recruit staff with the right skills and abilities as well as ensuring that all laws and regulations are adhered to.

The Organisation also recognises that recruitment procedures can create barriers for some people e.g. those with autism. As such, the Organisation ensures its policies and procedures are managed to allow equality of opportunity for all, and that reasonable adjustments can be made to assist where necessary to enable all applicants to demonstrate their skills as potential employees.

The following laws, regulations and the Organisation's policies are integrated in the recruitment process:

- Care Standard Regulations
- Camphill's organisation policies
- UK employment Legislation
- Contract of employment

Additionally, the recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of our students.

Job descriptions

Each role that exists within the Organisation will have the following elements

- Job Description: Outlining the purpose, duties and responsibilities of the role
- Person Specification: Outlining the experience, qualifications and attributes required of a person undertaking the role.

These elements will be reviewed for accuracy prior to recruitment occurring as they form the basis for the recruitment and selection process.

Advertising

Job adverts will be concise and written in plain English. They should list essential skills, and avoid jargon or unnecessary information. The advert should be clearly presented, avoiding complex design, including only those abilities and experiences that are genuinely essential for the job to be done well.

The advert is constructed by a member of the Senior Leadership Team working together with relevant staff.

We will advertise all vacancies either:

- internally only;
- internally and externally.

It is the decision of the Senior Leadership Team as to which method will be used. Existing members of staff are to be encouraged to apply for vacant posts if they have the requisite skills, qualifications and experience.

When advertising roles, we will make clear:

- Our college's commitment to safeguarding and promoting the welfare of students
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with students

Application forms

Our application forms will:

- State whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.
- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children or vulnerable adults
- Include an Equal Opportunities Monitoring form which is filed by the HR Representative.
- Include a self-declaration of their criminal record so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - If they have a criminal history
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them.
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Any relevant overseas information

References

- Where possible we will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.
- When seeking references we will:
 - Not accept open references
 - Liaise directly with referees and verify any information contained within references with the referees
 - Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
 - Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
 - Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
 - Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
 - Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children and vulnerable adults
- Record all information considered and decisions made
- Ensure that staff trained in safer recruitment are on all interview panels.

Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
 - Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
 - Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
 - Verify their mental and physical fitness to carry out their work responsibilities
 - Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
 - Verify their professional qualifications, as appropriate
 - Ensure they are not subject to a prohibition order if they are employed to be a teacher
 - Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
 - For all staff, including teaching positions: criminal records checks for overseas applicants
 - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked
 - Check that candidates taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state
- * Management positions are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers.*

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children and vulnerable adults; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Reserve applicants

One or more applicants regarded as suitable for the role may be nominated as reserve applicants in case the successful candidate does not accept the post, leaves within six months of appointment, or if a comparable post becomes available within six months.

In such cases the next highest ranked reserve applicant may be appointed without further interview (subject to checks being made to ensure none of the previous information provided by the applicant has changed which may affect any appointment). No reserve list will be retained for a period longer than six months after the date of original appointment.

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children



- We will obtain the DBS check for self-employed contractors.
- We will not keep copies of such checks for longer than 6 months.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- We will check the identity of all contractors and their staff on arrival at the school.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

Trustees

All trustees, will have an enhanced DBS check without barred list information.