

# CENTRAL RECORD OF RECRUITMENT AND VETTING

The Diocese of Sheffield Academies Trust approaches all safeguarding issues from the perspective of Christian concern for every individual as a child of God.

## **Purpose**

1. We are committed to safeguarding the welfare of children and, as employers, the Diocese of Sheffield Academies Trust (DSAT) 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 April 2011 and updated in April 2012.
2. Safeguarding and promoting the welfare of children is an integral element of our school’s management.
3. Robust and rigorous recruitment and selection practices help to deter or prevent unsuitable applicants from gaining positions within schools, and helps to ensure that the workforce is fully committed to the safety and welfare of children who contribute to a safe and secure school environment.
4. 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.
5. The measures described in this policy and in the recruitment and selection toolkit are applied in school wherever adults (including Governors) work with children who are children under 18 years of age.

## **Roles and Responsibilities**

1. The Headteacher is responsible for the internal organisation and management of Flanderwell Primary School.
2. All staff, governors and volunteers have an integral responsibility to ensure that the school’s environment is safe and secure for children and that all appropriate procedures are followed.
3. The Headteacher should ensure that at least one person in the school has completed Safer Recruitment training either via the NCSL online training website or by attending a “Safer Recruitment” training course. This person should sit on all staff recruitment panels.

## **Equal Opportunities**

1. DSAT is committed to securing genuine equality of opportunity.
2. Staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.
3. The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school, regardless of gender, race, marital status, national or ethnic origin, nationality, disability, sexuality, sexual orientation, age, religion, trade union membership/non membership, status or number of hours worked.

## **Safeguarding Statement**

1. DSAT is committed to safeguarding children and promoting the welfare of children and young people, and expects all staff and volunteers to share in this commitment.
2. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates (and governors) will be subject to a Disclosure and Baring Service (DBS) check, and to all other relevant employment checks.

## **The Recruitment Process**

The school will:

1. ensure that job descriptions/person specifications are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children;
2. ensure that the person specification includes specific reference to suitability to work with children;
3. use application forms to obtain and scrutinise comprehensive information about applicants;
4. ensure that references are obtained that help assess applicants' suitability for the post through specific, focussed questions;
5. conduct face to face interviews that ask appropriately robust questions;
6. verify the applicant's identity and their qualifications and skills;
7. verify an applicant's previous employment history and experience;
8. ensure completion of mandatory employment checks, such as List 99 and DBS check via the Criminal Records Bureau;

9. verify that the applicant has the requisite health and capacity for the job;
10. ensure that Induction programmes ensuring a “safeguarding children” culture are adopted and embedded into continuing practice.

### **Central Record of Pre-Employment Checks**

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.
2. The record will contain details of checks on the following people:
  - All staff who are employed to work at the school
  - All staff who are employed as regular supply staff to the school, whether employed directly by the school or local authority, or through an agency
  - All others who have been chosen by the school to work in regular contact with children
  - This covers volunteers, governors who also work as volunteers within DSAT, 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 or artist
3. The record of checks will be kept up to date and be readily available for Ofsted and HM Inspections.
4. 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 itself need to carry out or see the checks, except where there is information contained in the DBS Disclosure.
5. Identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intended to refer to it.
6. Information disclosed as part of a DBS Disclosure will be treated as confidential.
7. The central record will indicate whether or not the following have been completed:
  - Identity checks
  - 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 checks with the GTC where appropriate
  - Checks of permission to work in the United Kingdom
  - List 99 checks
  - DBS Enhanced Disclosure

- Further overseas criminal records checks where appropriate
8. Where the governing body provides services or activities directly under the supervision or management of a member or members of the school's staff, the school's arrangements for staff appointments will apply. Governors will ensure that proper records are kept.

### **Protection of Children Act and Referral to the Children's Safeguarding Unit (List 99) at the DfE**

1. There is a statutory requirement for the provision of the Protection of Children Act and List 99 scheme to be applied where employees work in the provision of care services to children.
2. Employees at the school who are dismissed, who resign in circumstances which may have led to dismissal, or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm, will be referred to the Children's Safeguarding Unit (List 99) at the DfE (DfES).
3. The record of checks will be kept up to date and be readily available for Ofsted and HM Inspections.
4. For the purposes of creating the record of checks for supply staff provided through a supply agency (whether local authority or commercial), the Academy will request written confirmation from the supply agency that it has satisfactorily completed all relevant checks. The school does not itself need to carry out or see the checks, except where there is information contained in the DBS Disclosure.
5. 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 it. Information disclosed as part of a DBS Disclosure will be treated as confidential.
6. The central record will indicate whether or not the following have been completed:
  - Identity checks
  - 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 checks with the GTC where appropriate
  - Checks of permission to work in the United Kingdom
  - List 99 checks
  - DBS Enhanced Disclosure
  - Further overseas criminal records checks where appropriate
7. Where the governing body provides services or activities directly under the supervision or management of a member or members of the school's staff, the

school's arrangements for staff appointments will apply. Governors will ensure that proper records are kept.

**Associated Policies:**

Staff Code of Conduct Policy

**Policy Review**

The policy was reviewed by:

Dated.....

