



# St George's Primary School

## Safer Recruitment Policy October 2023

At St George's Primary School we believe that it is vital to create and maintain a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children.

Using 'Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges –Updated Sept 2023 as the main reference, the following outlines the procedures and actions to be undertaken when making an appointment to the staff of St George's Primary School.

We have 11 members of staff and governors trained in Level 2 Safer Recruitment. All employment processes are overseen by our team. At every interview we ensure that a member of staff trained in safer recruitment is part of the panel.

We have developed a working with us page to ensure that our safeguarding and recruitment process are clear to all future applicants.

<https://www.stgeorges.wirral.sch.uk/page/working-at-st-georges/132493>

### 1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Rehabilitation of Offenders Act 1974
- Children Act 1989
- Education Act 2002
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Skills Act 2008
- The School Staffing (England) Regulations 2009
- Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Amendments to the Exceptions Order 1975, 2013 and 2020

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2020) 'Governance handbook'
- DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'
- DfE (2021) 'Staffing and employment advice for schools'
- DfE (2021) 'Basic check ID checking guidelines from 1 July 2021'
- DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'
- DfE (2022) 'Keeping children safe in education 2022' (KCSIE)
- DfE (2022) 'Recruit teachers from overseas'
- Disclosure & Barring Service (2018) 'Regulated activity with children in England'
- Home Office (2022) 'Employer's guide to right to work checks'

- Safer Recruitment Consortium (2022) 'Guidance for safer working practice for those working with children and young people in education settings'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Equal Opportunities
- ICT Acceptable Use Policy

## **2. Roles and responsibilities**

### **St George's Governing Body is responsible for:**

- Agreeing and monitoring effective policies to ensure recruitment at the school is in accordance with the legislation outlined above.
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
- Appointing an appropriate recruitment panel.
- Ensuring that all recruitment panel members have undertaken unconscious bias training before the selection process begins.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process.
- Ensuring a member of the board is on the recruitment panel for a new headteacher.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
- Monitoring the school's SCR to ensure that the necessary vetting checks for employees are carried out.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring that the salary of the successful candidate is determined.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.
- Ensuring that the DPO reviews this policy and that any recruitment data that is kept is in accordance with the Records Management Policy.
- Ensuring that they have the skills to carry out effective selection processes, including knowing when and how to request references.
- Establishing a recruitment panel including at least one individual who has completed safer recruitment training within the past five years.

The recruitment panel is responsible for:

- Creating the advert and ensuring it meets all the necessary requirements.
- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Appropriately delegating responsibility for recruitment to the headteacher.
- Ensuring that the interview addresses leadership ability, team working skills, integrity, understanding of the school's ethos and vision, and why the candidate believes they would be a good fit for the school.
- Ensuring that the interview addresses safeguarding practices.
- Ensuring that the interview addresses the candidate's motivation, reasons for being interested in joining the school, and attitude to working with children.

- Appointing an officer who will be responsible for the entire management of the recruitment process.
- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents.
- Ensuring that references have been received where requested.
- Ensuring that all references for a shortlisted candidate are obtained prior to interview, properly scrutinised, and that information is not contradictory, unclear, or incomplete, with clarification requested when appropriate.
- Asking previous employers of new staff members whether the individual has been subject to capability procedures in the previous two years.
- Where possible, ensuring that the shortlisting panel and interviewing panel are comprised of the same people.

The appointing officer is responsible for:

- Managing the entire recruitment process.
- Sourcing suitable candidates.
- Acting as a point of contact between candidates and the school.
- Reviewing and scrutinising candidates' applications and identifying any gaps.
- Preparing the recruitment panel to conduct interviews.
- Organising interviews with shortlisted candidates.
- Ensuring the recruitment process is carried out in line with the relevant school policies.
- Ensuring that the candidate chosen to fill a vacancy is suitable for the role.

**The headteacher is responsible for:**

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
- Ensuring that appropriate supervision of employees and volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Leading the interview when the candidate is at a lower level.
- Ensuring that the successful candidate receives the appropriate training, e.g. safeguarding and induction.
- Ensuring that all relevant staff members are familiarised with this policy.

During the recruitment process, and especially during the initial stages, the recruitment panel and the headteacher will be watchful of candidates displaying the following characteristics:

- No understanding or appreciation of children's needs
- Expressing that they want the role to meet their needs at the expense of children
- Using inappropriate language in relation to children
- Expressing extreme views or views that do not support safeguarding practices
- Displaying unclear boundaries with children
- Providing vague answers when asked about their experience and being unable to explain gaps in their employment

The DPO is responsible for:

- Ensuring that all references are handled in line with the Data Protection Policy and relevant legislation.

The DSL is responsible for:

- Deciding when it is appropriate or necessary to disclose any safeguarding concerns or allegations as part of a reference, in line with KCSIE.
- Discussing with the headteacher the suitability of a candidate when a reference has disclosed safeguarding concerns or prior allegations.

### 3. Equal opportunities

When recruiting, the school will adhere to its Equal Opportunities policy.

The school will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school.

The school will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school of any reasonable adjustments that they need when they receive the invitation for an interview.

The governing board will review recruitment procedures annually to ensure they are accessible and do not directly or indirectly discriminate against candidates.

Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
- Positive action to recruit people with disabilities
- Equal opportunities monitoring (which will not form part of the decision-making process)

### 4. Planning, advertising and shortlisting

Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process.

The head teacher, delegated member of senior staff and if appropriate the Governing Body will:

- Decide on the recruitment timeframe.
- Decide who will be involved in the process and what their roles will be, e.g. who forms the **recruitment panel** and who will lead interviewing.
- Prepare the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
- Ensure that application packs, where relevant, state that applicants must be willing to sign the staff disqualification declaration.

The job information and associated documents will be published online.

The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.

The **recruitment panel** will comprise an **appointing officer**, who is responsible for the management of the entire recruitment process, and at least two other members of staff, with the **headteacher** or a senior member of staff with delegated authority being one of these. Recruitment panel will be assisted by our HR officers.

At least one member of the **recruitment panel** will have successfully completed up-to-date safer recruitment training.

The **recruitment panel** will create the advertisement with guidance from our HR officers.

The **recruitment panel** will ensure the advertisement includes the following requirements:

- Information specific to the role on offer and the school as a whole
- The benefits of the role are highlighted
- The advertisement is relevant to the target audience
- The advertisement is communicated directly and concisely.
- Information from the school which will include a clear statement on the school's commitment to safeguarding children.
- Applications can be submitted electronically. The Application form will be the agreed Local Authority form which seeks all relevant information.

Requests for further information from applicants will be replied to promptly.

All applications will be replied to with an e-mail, notifying candidates whether they have been shortlisted or not.

Interviews will be arranged for the shortlisted candidates.

Vacancies will be advertised through council website, external media, such as the **local newspaper (websites)**, with due consideration to the school's **Equal Opportunities Policy**, ensuring that the advertisement reaches a wide range of groups.

Advertisements will contain a statement of commitment to ensuring equal rights and safeguarding.

Advertisements will include a job description, person specification and detail the closing date.

The contact details of the HR officer and details of the application process will be clearly outlined.

Application forms will be accessible on the school's website.

The school may utilise social media for recruitment, and if doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of the school effectively.

The school will never accept a CV alone, only completed application forms.

When shortlisting candidates for an interview, all application forms will be considered.

At least two members of the **recruitment panel** will be involved in the shortlisting process.

Candidates who are shortlisted will meet all the essential aspects of the person specification requirements.

The school will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel reads through all applications. Each member of the panel will create their own shortlist which will then be collated and discussed.

Applicants will be assessed against the same shortlisting criteria to ensure a fair process.

## **5. Invitation to interview**

Before interview invitations are sent, the recruitment panel will ensure that applicants can access through school website:

- A copy of the advertisement
- A comprehensive job description
- A comprehensive person specification
- Any equal rights material, e.g. an equal opportunities statement
- A brief outline of the school, its values and aims

Once a shortlist has been confirmed, the applicants to be invited for interviews will be contacted by our HR officer and suitable interview times will be decided.

Applicants will be signposted to the school's website with a clear section on safeguarding to promote school's ethos and expectations.

If any school tours are included safeguarding will be referenced as part of any presentation.

The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.

The recruitment panel will ensure candidates have completed the self-declaration of criminal record form, alongside a copy of the school's disqualification form, where appropriate.

Upon inviting candidates to interview, the recruitment panel will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out.

Where possible, the recruitment panel will obtain two references before interviewing candidates to allow for any concerns to be explored with the referee and discussed with the candidate.

One of the references will be from the candidate's most recent employer.

Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer.

References will be from a senior member of staff and not a colleague.

Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.

Electronic references will be vetted to ensure they originate from a credible source.

References from internal candidates will also always be scrutinised before interview.

Permission will be sought from the candidates before the recruitment panel contacts referees.

Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.

The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.

## **6. Pre-interview checks**

Our HR officer will complete the necessary pre-interview checks. Safer recruitment considerations will be discussed at the planning stage. Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children
- Verifying that the candidate has qualifications or experience relevant to the post
- Checking references against application forms and noting down discrepancies or concerns, and following up these concerns with referees
- Checking and, where necessary, following up candidates' self-declaration forms

## **7. Digital footprints**

The school is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school may check candidates' social media or other online activity prior to interview.

This process may include a search for the candidate via social media channels.

Any concerns will be addressed during the interview process.

## **8. The interview**

During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison.

Any concerns raised through contact with referees will be discussed with the candidate at this stage.

The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children.

Candidates shortlisted for interview will be given the opportunity to complete a self-disclosure form upon arrival for their interview.

The candidate will be given the opportunity to discuss any concerns or ask any questions.

The interview will always comprise a face-to-face interview; however, the recruitment panel may also request that candidates complete other exercises to assess their suitability. Tasks will be suitable for the role. Reasonable adjustments will be made for all candidates with access or disability needs

## **9. After the interview**

After the interview has been completed, the recruitment panel will:

- Assess all candidates' performance using the same agreed criteria.
- Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible.
- Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.

Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in line with the records management guidance in case any aspect of the recruitment process is challenged.

After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate.
- Ask the successful candidate to provide identification and proof of qualifications if this has not already been done.

- Complete the relevant pre-appointment checks.

Once an offer of employment has been made, the candidate's self-declaration form will be reviewed. If a conviction has been declared, and it is spent or filtered, the offer of employment will not be retracted based on this; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

## **10. Remote recruitment**

The school will follow all the requirements set out in this policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this.

Online interviews will be conducted in line with the school's ICT Acceptable Use Policy and Data Protection Policy at all times. Use Google Meet or Microsoft Teams platforms.

Staff members conducting an online interview will ensure they understand how to operate the various relevant functionalities of the online interview platform, e.g. how to share their screen, prior to the interview commencing.

Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.

The school will be aware of, and have due regard for, the potential risks associated with online communication, e.g. ease of anonymity, and will ensure it takes suitable precautions, e.g. encrypting data where possible.

The school will ensure that any tasks set for candidates during the interview are compatible with the online nature of the interview, e.g. they do not require the exchange of physical paper resources.

The school will communicate its expectations to candidates regarding the use of the online platform in good time prior to the interview. These expectations will include, but will not be limited to, the following:

- The candidate will participate in the interview with both the video camera and microphone features enabled at all required times
- The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background
- The candidate will keep personal information which is not relevant to the recruitment process private, e.g. their email password, and will not ask the staff members conducting the interview to share any such private information
- Where necessary, the candidate will be aware that the school will record the online interview, and that they will be required to consent to this in order for the interview process to continue

When recording an online interview, prior permission will be acquired from the candidate in writing via email.

If the candidate does not provide consent to recording the interview, the school will consider whether the online interview can still take place in line with school's safeguarding and records management responsibilities.

The school will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.

If a candidate refuses to interview remotely, the school will consider whether alternative arrangements for an in-person interview are possible, having due regard to the school's equality duties at all times. If this is not possible, then the school will sensitively inform the candidate that the remote interview process is a requirement of the application process and have a considerate and good-natured discussion with the candidate as to whether they can continue with the recruitment process at this time.

The school will direct candidates towards the DfE's advice on '[Attending your first remote interview](#)' prior to the interview.

## **11. Pre-appointment checks**

All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks. When appointing new staff, the school will complete the following checks:

- Verify the candidate's identity
- Obtain an enhanced DBS certificate (via the applicant) and, for candidates engaging in regulated activity, barred list information
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available

- Verify a candidate's mental and physical fitness to carry out their role
- Verify the person's right to work in the UK
- Make further checks on any individual who has lived or worked outside the UK
- Verify professional qualifications, as appropriate
- For those in management, trustee or governor roles, a section 128 check will be carried out

The [recruitment panel](#) will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

If the school has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the school to allow the individual to carry out any form of regulated activity.

**[Maintained schools]** The school will use the Employer Secure Access sign-in portal via the Teaching Regulation Agency Teacher Services web page to check if a proposed governor is barred as a result of being subject to a section 128 direction.

Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [web page](#).

There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked:

- In a school in England in a post which brought them into regular contact with children or young persons; or
- In any post in a school since 12 May 2006 which did not bring the person into regular contact with children or young persons; or
- **[Colleges only]** In an institution within the FE sector in England, or in a 16 to 19 academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

## **Volunteers**

For volunteers, if they are not engaging in regulated activity, an enhanced DBS check will be obtained – a barred list check will not be required.

If volunteers are engaging in regulated activity and are new to the school, an enhanced DBS check with a barred list check will be required.

Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.

If a volunteer is not in regulated activity, the school will use its professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required.

## **Candidates who have lived outside the UK**

From 1 January 2021, the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions. Schools must continue to carry out safer recruitment checks on all candidates and must make any further checks they think relevant.

For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.

For candidates who have lived or worked outside the UK, the school will make further checks where necessary, including, but not limited to:

- Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
- For teaching staff, obtaining proof of their past conduct as a teacher from the professional regulating authority in the country in which they worked, where available.

## **Agency and third-party staff**

- In the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed. That will include DBS checks for regulated work.

Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed

### **Trainee/student teachers**

- The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried applicants for initial teacher training who are in regulated activity.
- Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks.

### **Existing staff**

If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.

HR officers will carry out further checks where there is a concern about a member of staff's suitability to work with children.

An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The employer of the school will ensure they have sufficient information to meet the referral duty criteria in 12.23 of this policy.

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

- The harm test is satisfied in respect of that harm.
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
- The individual is deployed to another area of work not in regulated activity, or where they have been suspended.

Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity.

Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

### **Contractors**

The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check if it is required.

Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).

For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work or engage in regulated activity.

If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The school will always check the identity of contractors and their staff on arrival.

### **Children staying with host families**

The school may make arrangements for a child to have learning experiences where, for short periods, the child may be provided with care and accommodation by a host family to whom they are not related. In these circumstances, the LA will be consulted.

### **Governors**

Governors will have an enhanced criminal records certificate from the DBS. Governance is not a regulated activity and so governors will not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

Governors will be subject to a section 128 direction check.

## **12. After the pre-appointment checks**

Once the pre-employment checks have been completed, HR officers will:

- Agree a start date with the candidate.
- Employment checklist completed before new member of staff commences work (See appendix 2)
- Member of staff invited in for induction before commencing work
- Member of staff must have recent and relevant safeguarding qualification or they will be asked to complete online training through The National College).
- Destroy the completed self-declaration forms.
- Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.
- Add the required details of the checks carried out to the school's SCR.

## **13. Single central record (SCR)**

The school will maintain and regularly update the SCR.

All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.

The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- Identity checks
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
- A check of professional qualifications
- A section 128 check
- A check to establish the person's right to work in the UK
- For those in management, trustee or governor roles, a section 128 check

For supply staff, our school will only work with companies that use full safer recruitment processes and apply all checks. Ensure that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.

If checks are carried out on volunteers, this will be recorded in the SCR.

## **14. Safer recruitment training**

At least one member of the recruitment panel will have completed formal safer recruitment training. As a measure of good practice, the school will ensure that this training is renewed every five years.

### **Review**

This policy will be reviewed by the Governing Body every two years or sooner if deemed necessary.

## Appendix One: Safer Recruitment Definitions

**“Regulated activity”** includes:

- Being responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Working for a limited range of establishments (known as ‘specified places’, which include schools and colleges), or in connection with the purposes of the establishment, with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
- Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once.
- 

Regulated activities do not include:

- Paid work in specified places which is occasional and temporary and does not involve teaching or training.
- Supervised activities which are paid in non-specified settings.
- A supervised volunteer who regularly teaches or looks after children.

**“Teaching role”** refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of KCSIE if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.

A **“standard DBS”** provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out.

An **“enhanced DBS”** provides the same information as the standard DBS, plus any additional information, e.g. interviews and allegations, held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

An **“enhanced DBS with barred list check”** check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children’s barred list.

The **“children’s barred list”** is a list maintained by the DBS which covers individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the candidate is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

A **“section 128 check”** provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.

**“Safer recruitment”** is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

## Appendix Two:

### New Personnel Safer Recruitment and Administration Checklist

<b>Name</b>				
<b>Department</b>	Teaching and Curriculum	Pastoral Team	Administration	Mini Bus Driver
	Catering	Dragon Club	Premises	
<b>Role</b>				
<b>Starting Date</b>				

#### Safer Recruitment Checks

		Status	Verified by (Include Initials)	Dated	Notes
Application form – original signed and uploaded to digital staff file		Y			
References – received	Ref 1				
	Ref 2				
Low level risk reviewed by HR (social media channels etc).					
Proof of identification checked (CoVoid)		Y			
DBS Information (Number & Date) added to SCR		Y			
Proof of qualifications checked		Y	N/A		
Medical Form & next of kin completed		Y			
Proof of QTS (for teachers only)		Y	N/A		
NQT Manager Registration Complete (for ECTs only)		Y	N/A		
Prohibition Check (Teachers only. DFE for this and if they leave go on to disown BC for login)		Y	N/A		
Paperwork sent to LA		Y			
Completed new starter induction watch list on National College (includes all declaration forms and relevant		Y			
Skills Matrix required		Y	N/A		
Health and Safety Induction (with Site Manager)		Y			

<b>Approval by:</b>	<b>Signed:</b>	<b>Dated:</b>
Mrs Skarratts-Jackson (DSL and DHT)		

	Verified By:	Date	Notes
Electronic staff file created			
Offer of employment sent to staff member (internal procedure) and uploaded to digital staff file.			
Personnel record Created on EVERY			
Create Scholar Pack and login (basic)			
Create Blue Sky account and group set up			
HMRC starter checklist completed			
Pecuniary interest form completed and uploaded to digital staff file.			
Notification of appointment sent to LA *			
Fob and ID card created			
Job Description and Job Specification (M23) uploaded to staff electronic staff file			
Prohibition Check (Teachers only - DFE for this and if they leave go on to disown BC for login)			
Add medical info to Scholar Pack and Every			
Email IT to create network and Windows login (if required)			
G Mail set up and add to groups			
Parent-Pay login (if required)			
Added to SAS Insurance and sent link to SAS Services			
New starter email sent with login details and reminder to enter bank details onto Self-Serve			

#### Administration Team Processes

Approval by:	Signed:	Dated:
Mrs Sarah Jones (SBM)		
Mrs Kelly McCarthy (HR Admin)		