



## Ravenscourt Park Preparatory School

### Safer Recruitment Policy (incorporating procedures for visitors to the school)

This is a whole school policy and includes the Early Years Foundation Stage

#### **Policy Statement**

Ravenscourt Park Preparatory School is committed to safeguarding the welfare of children. This document is for all those involved in the recruitment of any member of staff on to our team whether permanent, temporary or staff 'visiting' the school as a supply teacher. It also applies to non-teaching staff that we employ. The recruitment procedures for staff employed by the school meet the standards in part 4 of the ISI regulations and they have regard to the guidance in *Keeping Children Safe In Education*.

This policy should be viewed together with its appendices to ensure that effective and safe recruitment occurs at all levels within our school community.

#### **Purpose of this Policy**

Safeguarding and promoting the welfare of children is an integral part 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 our workforce is fully committed to the safe welfare of children. This contributes to a safe and secure school environment.

The purpose of this policy and associated guidance in the accompanying appendices is to collate principles of good practice and to provide practical guidance for those involved in the selection, recruitment and induction of staff.

#### **Roles and Responsibilities**

The Headteacher is responsible for the internal organisation, management and control of the school. However all staff and volunteers have an integral responsibility in ensuring that the school environment is safe and secure for children and that appropriate procedures are followed.

It is the Senior Manager in charge of the recruitment of a member of staff who must ultimately take responsibility to ensure that the agreed procedures and checks are adhered to.

During interviews, at least one member of the interview panel will have completed Safer Recruitment Training. All members of SLT have completed NCSL Safer Recruitment Training or an equivalent course.

#### **Equal Opportunities**

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**

Ravenscourt Park Preparatory School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect the importance that is placed upon safeguarding at this school. All successful candidates will be subject to DBS checks along with other relevant employment checks.

### **The Recruitment Process Selection and Pre-Employment Vetting**

Our safe recruitment procedures help deter, reject or identify people who might abuse children. We will act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence including: criminal records checks (DBS checks), barred list checks and prohibition checks together with references and interview information.

The level of DBS check required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work in the school.

For most appointments, an enhanced DBS check with barred list information and prohibition check will be appropriate as the majority of staff will be engaging in regulated activity. A person will be considered to be in 'regulated activity' if as a result of their work they:

- Will be responsible, on a regular basis, in any setting for the care or supervision of children; or
- Will regularly work in school at times when children are on school premises (where the person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor).
- In school a **supervised** volunteer who regularly teaches or looks after children is not in regulated activity unless they are involved in assisting with the personal care of children (helping with eating or drinking, toileting, washing or undressing)

To be effective in recruiting we must ensure that we have fulfilled certain criteria in the process. It is therefore our responsibility to:

- ensure job descriptions/role profiles are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children;
- ensure that the person specification includes specific reference to suitability to work with children;
- advertise the post accurately using the most appropriate media;
- use application forms to obtain and scrutinise comprehensive information about applicants;
- ensure references are obtained that help assess applicants suitability for the post through specific focused questions. References may be sought from 'any' previous employer as well as recommendations from the applicant's form;
- conduct face to face interviews that ask appropriately robust questions;
- verify an applicant's identity;
- verify qualifications and skills;
- verify an applicant's previous employment history (including gaps in employment) and experience;

- complete the mandatory employment checks, such as List 99 or DBS (Portability of an individual's DBS came into force on 17<sup>th</sup> June 2013. This means that any individual who has had a DBS check on or after this date can subscribe to the Update Service for £13 per year which allows them to take it with them from role to role within the same workforce. Each employer will then, with their permission look at their current DBS Certificate to check it is the same level and type and do an online Status Check);
- verify that the applicant has the health and capacity for the job; and
- run an induction programme that ensures a 'safeguarding children' culture is adopted and embedded into continuing practice.

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

There is a single central record of recruitment and vetting checks kept in accordance with DfE requirements. The record contains details of checks on the following people:

- all staff who are employed to work at the school;
- all staff who are employed as supply staff to the school whether employed directly by the school or local authority or through an agency; and
- 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.

*NB For supply staff provided through a supply agency, 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. Identity checks will be carried out by the school to confirm that the individual arriving at school is the person the supply agency intended to send. Information disclosed will be treated as confidential. Relevant information about individual supply teachers will be held on file.*

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.;
- professional references, where appropriate
- checks of right to work in the United Kingdom;
- DBS check;
- For individuals from countries in the European Economic Area (EEA), a check that they are not subject to a sanction or restriction imposed by another EEA professional regulating authority for teachers
- Prohibition from teaching;
- Prohibition from leadership and management;
- Disqualification from childcare by association (self-declaration);
- further overseas criminal records checks where appropriate.

### **Protection of Children Act, the National College for Teaching and Leadership (NCTL) and the Disclosure and Barring Scheme (DBS)**

There is a statutory requirement for the provision of the Protection of Children Act to be applied where employees work in the provision of care services to children. As such, if an employee at Ravenscourt Park is dismissed, or resigns 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 DBS and the NCTL.

## Disclosure and Barring Service checks

These are the types of checks available to those working with children:

### Type of check

Standard check	What the check involves	Positions eligible for this level of check
	Check of the Police National Computer records of convictions, cautions, reprimands and warnings.	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
<b>Enhanced check</b>	Check of the Police National Computer records <b>plus</b> other information held by police such as interviews and allegations. This information must be relevant to the sector and be approved by the police for inclusion on the certificate.	The position being applied for must be covered by an exempted question in both the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and in Part 5 of the Police Act 1997 (Criminal Records) Regulations.*
<b>Enhanced criminal record check with children's and/or adult's barred list information</b>	Check of the Police National Computer records <b>plus</b> other information held by police <b>plus</b> check of the DBS Children's Barred List <b>plus</b> check of the DBS Adults' Barred List.	The position must be eligible for an enhanced level criminal record check as above and be for a purpose listed in Regulation 5 of the Police Act 1997 (Criminal Records) Regulations <sup>54</sup> as able to check the barred list(s).

### Prohibition Order Checks

All new teachers to the school must undergo a prohibition order check. This is done as part of the pre-employment checking process and a record is kept on the school's single central record.

A prohibition order check ensures the teacher is not prohibited from teaching. This requirement has been statutory since 3 April 2014 but there is no requirement to retrospectively check teachers who commenced their current employment prior to that date.

The National College for Teaching and Leadership (NCTL) maintains the database of all teachers eligible to teach in the maintained sector in England. The database is called the Employer Access Service. It replaces the database previously managed by the General Teaching Council (GTC) which listed any teacher who may have been the subject of a suspension or conditional order. The [NCTL Teacher Services System](#) can also check that a teacher from the EEA is not subject to a sanction or restriction imposed by another professional regulating authority for teachers.

Appendices:

- Appendix 1 – Process for recruiting staff
- Appendix 2 – Checklist for recruiting staff
- Appendix 3 - Reference request letter
- Appendix 4 - Written reference pro forma
- Appendix 5 - Visitors to the School

Date: September 2017

Review: September 2018

## Appendix 1

### Process for Recruiting A Member of Staff

#### 1 INVITING APPLICATIONS

Advertisements for posts – whether in newspapers, journals or on-line must include the statement:

*All applicants will be considered on the basis of suitability regardless of sex, race, religious belief, marital status or disability. Ravenscourt Park Preparatory School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. Applications will be subject to checks with past employer and an enhanced check with the Disclosure and Barring Service.*

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school's Safeguarding policy;
- the school's recruitment policy (this document);
- the selection procedure for the post; and
- an application form.

All prospective applicants must complete, in full, an application form.

#### 2 SHORTLISTING AND REFERENCES

Shortlisting of candidates will be against the person specification for the post

Where possible, references will be taken up before the interview stage, so that any discrepancies can be probed during the interview stage.

References will be sought directly from the referee. **References or testimonials provided by the candidate will never be accepted.**

Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;

- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children; and
- the candidate's suitability for this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

### **3 THE SELECTION PROCESS**

Selection techniques will be determined by the nature and duties of the vacant post but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure; and
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

### **4 EMPLOYMENT CHECKS**

All successful applicants are required:

- to provide proof of identity;
- to complete a DBS disclosure application and receive satisfactory clearance;
- to provide actual certificates of qualifications;
- to complete a confidential health questionnaire; and
- to provide proof of eligibility to live and work in the UK

### **5 INDUCTION**

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

## Appendix 2

RECRUITMENT AND SELECTION CHECKLIST	
<p><b>Planning</b>            Timetable decided: job specification and description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.</p>	
<p><b>Vacancy advertised</b>            Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be DBS checked.</p>	
<p><b>Applications on receipt</b>            Scrutinised – any discrepancies / anomalies / gaps in employment noted to explore if candidate considered for short listing.</p>	
<p><b>Shortlist prepared – against agreed criteria</b></p>	
<p><b>References – seeking</b>            Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy. May also extend to ‘any’ previous employer.</p>	
<p><b>References – on receipt</b>            Checked against information on application; scrutinised; any discrepancy / issue of concern noted to take up with applicant (at interview if possible).</p>	
<p><b>Invitation to interview</b>            Includes all relevant information and instructions.</p>	
<p><b>Interview arrangements</b>            At least 2 interviewers (one who has undertaken Safer Recruitment Training): panel members have authority to appoint: have met and agreed issues and questions / assessment criteria / standards.</p>	

<p><b>Interview</b> Explore applicant's suitability for work with children as well as for the post. The interview questions and answers will be noted by the interviewers</p> <p><b>Note:</b> Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate applicant completed application for DBS Disclosure.</p>	
<p><b>Conditional offer of appointment: pre-appointment checks</b> Offer of appointment (Verbal and written) is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period.</p>	
<p><b>References</b> (if not obtained and scrutinised previously)</p>	
<p><b>Identity</b> (if that could not be verified straight after the interview)</p>	
<p><b>Qualifications</b> (if not verified on the day of interview)</p>	
<p><b>Permission to work in UK</b></p>	
<p><b>Overseas checks including EEA check (where appropriate)</b></p>	
<p><b>DBS</b></p>	
<p><b>Prohibition checks (if not covered by the DBS check)</b> including disqualification from childcare and prohibition from leadership and management</p>	
<p><b>Medical Fitness</b></p>	
<p><b>QTS</b> (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate in Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a Higher Education Institution, or the FE Teaching Certificate conferred by an Awarding Body.</p>	

**Appendix 3**



**Ravenscourt Park Preparatory School**

**IN CONFIDENCE**

*Date*

*Recipient's name and address*

Dear

Re: *candidate's name*

*Name* has applied for the position of *Job title* with responsibility for *responsibility* at Ravenscourt Park Preparatory School and has given your name as a referee. I would be grateful if you would kindly complete the enclosed reference form and return it to me at the school.

In accordance with government guidance on safer recruitment I am required to ask you a number of detailed questions relating to *Name* suitability for the job and for working with children. To assist you, I enclose a copy of the Job Description and Person Specification. I would request that you are as detailed as possible and ensure that the reference does not contain any material misstatement or omission. Please use additional sheets of paper if necessary. You should be aware that the factual contents of the reference may be discussed with the candidate.

As part of the school's commitment to safeguarding and promoting the welfare of children, I also need to ask you to provide me with information relating to *name* disciplinary record and any allegations that have been made against him.

Thank you very much for your assistance in this matter. I look forward to hearing from you shortly.

Yours sincerely

Carl Howes  
Headmaster

**Appendix 4**



**Confidential Reference Request for:**

<b>Candidate's Name:</b>	
<b>Post Applied for:</b>	

<b>Details of referee (to be completed by the referee)</b>	
--	--

<b>1. Name of company / organisation / school:</b>	
<b>2. Your relationship to candidate (please delete as appropriate):</b>	Current Employer / Previous Employer / Headteacher / Teacher / Personal Referee (please specify relationship) / Other (please specify below)
<b>3. Organisation's name</b>	
<b>4. Role in Organisation</b>	

<b>Employer Referees Only</b>
-------------------------------

<b>1. Please provide dates of employment with your organisation</b>	
a) From	To
b) From	To
<b>2. What period of time have you personally known or had responsibility for the candidate?</b>	



**3. What position(s) did the candidate hold whilst employed by you?**

**4. Please provide the number of occasions & days absent from work due to sickness over the last two the last two years** (unless employment was over two years ago)

Number of occasions \_\_\_\_\_ Number of working days \_\_\_\_\_

**5. Please confirm the candidate's current salary, grade & range:**

**6. Is the candidate subject to any current disciplinary warnings? (current employer only)** Yes/No (delete as applicable) If yes please give details:

**7. Please comment on this candidate's ability / suitability to undertake this job.**

Please refer to the job description and person specification when assessing the candidate's suitability for the post.

**8. Are you aware of any reason why Ravenscourt Park Preparatory School or London Preparatory Schools Ltd should not employ this candidate?** Yes/No (delete as appropriate) If yes please give details:



**9. Would you re-employ this candidate?** Yes/No (please delete as appropriate)  
Please indicate reason for your answer:

This reference may be crucial to decision making in relation to this individual and is a vital element of Ravenscourt Park's safe recruitment processes, please be factual and honest when completing the information required.

This reference may be disclosed to and discussed with the candidate under Data Protection & Freedom of Information legislation. Please be aware of this when completing the pro-forma.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**For posts with access to children and/or vulnerable adults**

**1. Has this person ever been subject to any kind of disciplinary action whilst in your employment?** Yes/No (please delete as appropriate)  
If yes, what was the nature of the offence/investigation?

**2. Does your organisation have a policy on expunging disciplinary records from personal files?** Yes/No (delete as appropriate)  
If yes after what periods of time?

**3. When did this person complete a satisfactory probationary period?**

**4. Has this person ever been subject to a compromise agreement or agreed termination arrangement with you?** Yes/No (please delete as appropriate)  
If so when and in relation to what?

**5. Can you confirm, under the provision of Keeping Children Safe in Education, whether a DBS check has been carried out for this person and received by your organisation?**  
Yes/No (please delete as appropriate)  
If yes please provide the date the check was completed:

6. If the person has already left or has indicated an intention to leave your employment, please indicate the reasons for this decision.

7. Have you or your colleagues ever had any cause for concern about this person's behaviour or judgement particularly in relation to working with children? Yes/No (please delete as appropriate)  
If yes please provide examples of incidents or events which have caused concern:

This reference may be crucial to decision making in relation to this individual and is a vital element of Ravenscourt Park's safe recruitment processes, please be factual and honest when completing the information required.

This reference may be disclosed to and discussed with the candidate under Data Protection & Freedom of Information legislation. Please be aware of this when completing the pro-forma.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Position: \_\_\_\_\_



## **Appendix 5**

### **Requirements for visiting professionals (including supply teachers and contractors), visiting speakers, parent helpers and other visitors to the school**

Part 4 of the ISI Statutory Regulations sets out what level of vetting checks are required for different groups of visitors to the school. Some categories (such as employed members of staff) fall under the remit of this section; others do not. The school keeps a single central register of appointments (SCR) which records the vetting checks that have been conducted.

For further details, see the ISI document “Commentary on the Regulatory Requirements” Part 4.