



Hannah Ball School

Safer Recruitment Policy

Approved by:	Full Governing Body	Date: January 2024
Next review due by:	January 2025	

Safer Recruitment Policy

Safer recruitment is integral with Hannah Ball's Safeguarding ethos. All candidates will be treated in a fair and consistent manner. Hannah Ball School follows Bucks County Council Safer Recruitment toolkit. This policy should be read in conjunction with the updated Keeping Children Safe in Education 2023 and Hannah Ball's Safeguarding policy.

Safer recruitment and DBS checks * (Please see Annex 2)

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

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below).
- 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. Original certificates must be witnessed and signed as evidence.
- 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, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent. (Overseas certificates of good conduct are required for all applicants who have lived abroad within the last 5 years)
- Carry out a social media check as per the guidance in KCSIE 2023

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

We will ask for written information about previous employment history and check that information is not contradictory or incomplete.

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

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

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone if:

- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the

[Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or

- 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

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.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

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

Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Governors

All governors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Social Media

- Information on the internet may not always be accurate, up-to-date or relate to the right individual.
- The recruiting manager will inform individuals if social media information is to be sought and/or used in the selection process.
- The use of internet/social media information will be restricted to information relevant to the role for which the individual has applied.
- The recruiting manager will allow individuals to respond to any information which has been obtained via social media before a final recruitment decision is made.
- Please also refer to the Buckinghamshire County Council's policy on Internet Acceptable Usage policy.
- No information should be posted on/shared with social media sites or the internet relating to an

individual.

- Any such information will be stored securely and destroyed securely after use.

Appendix 1

Procedures – Please use BCC toolkit for more details.

DBS checks

- Evidence of an individual's copy of a DBS disclosure cannot be accepted as DBS clearance. There are two ways to check this
 - (A) DBS clearance must be given by the registered body providing the DBS service. For BCC this is the Resourcing & Safeguarding team in Human Resources.
 - (B) The individual confirms they are a member of the DBS update service and provides his/her original DBS certificate, together with their DBS update number. The recruiting manager, then checks the update service to see if the DBS is current or if a new DBS certificate is required. If the individual is a member of the update service, the recruiting manager must check the original certificate is for the appropriate safeguarding group (i.e. children's or adults' barred list checks).
- The recruiting manager must obtain permission from the individual to take a copy of the DBS certificate.
- Any positive disclosures must be dealt with as per BCC agreed process.
- No commencement of work prior to DBS clearance without the appropriate authorisation & completion of risk assessment.
- Where new role requires different degree of contact or contact with a different group, (i.e. change to working with children or with adults) new DBS check required.
- For high risk roles, repeat DBS check every 3 years for those staying in same role. Repeat DBS checks for breaks in service of 3 months or more unless the individual has signed up to the update service with the DBS.
- Where overseas certificates of good conduct required, repeat DBS checks annually for next 3 years
- DBS clearance recorded on HR recruitment file.

Positive DBS Disclosures

- You will receive an email from the Resourcing & Safeguarding team to advise you to ask you to see the candidate's original DBS.
- You must contact the candidate and ask them to let you see the original DBS and seek their permission to take a copy, using the permission form in the toolkit.
- The recruiting manager must complete an initial risk assessment form.
- The recruiting manager must send a copy of the risk assessment form and certificate to the Resourcing & Safeguarding team using the agreed secure method.
- You must then contact the Resourcing & Safeguarding team to discuss the information on the DBS and make a decision on whether or not to continue with the application.

- Resourcing & Safeguarding will keep a copy of the certificate in accordance with DPA/DBS code of practice guidelines.

References

- A minimum of two written references including existing employer, covering a minimum period of 5 continuous years for all roles. References to be sought directly from the referee and received prior to interview wherever possible. This is particularly emphasised for roles in children's social care.
- All references will be requested unless permission is expressly refused.
- References should be obtained for internal candidates in the same way as for external candidates.
- Referees must be asked to state any known reason why the applicant should not be suitable to work with children, for details of any concerns or allegations made against them and any disciplinary records on file.

Application forms/CVs

- Best practice is for a BCC application form to be completed for all applicants to employed.

HR Records & Personal files

- Files must contain confirmation of all pre-employment checks detailed above. References, application form and interview notes plus a copy of a risk assessment, if appropriate, to be held on individual HR recruitment file.

Appendix 2

HR FILE

NAME:

	Documentation	Hard Copy	Electronic File	Not Required	Stored Elsewhere
1	Identity Checks (2 x photo & utility)	<input type="checkbox"/>	<input type="checkbox"/>		
2	DBS Checks	<input type="checkbox"/>	<input type="checkbox"/>		
3	Attendance	<input type="checkbox"/>	<input type="checkbox"/>		
4	Performance	<input type="checkbox"/>	<input type="checkbox"/>		
5	Pecuniary Interest Form	<input type="checkbox"/>	<input type="checkbox"/>		
6	Offer Letter & Contract	<input type="checkbox"/>	<input type="checkbox"/>		
7	New Starter Checklist or P45 /P46	<input type="checkbox"/>	<input type="checkbox"/>		
8	Childcare Disqualification Regulations Check				
9	Teaching Regulation Agency Checks	<input type="checkbox"/>	<input type="checkbox"/>		
10	Overseas Check	<input type="checkbox"/>	<input type="checkbox"/>		
11	Qualifications & Certificates	<input type="checkbox"/>	<input type="checkbox"/>		
12	Right to Work Checks	<input type="checkbox"/>	<input type="checkbox"/>		
13	Fit4Job Check	<input type="checkbox"/>	<input type="checkbox"/>		
14	References	<input type="checkbox"/>	<input type="checkbox"/>		
15	Application Form	<input type="checkbox"/>	<input type="checkbox"/>		
16	Social Media	<input type="checkbox"/>	<input type="checkbox"/>		
17	Interview Notes	<input type="checkbox"/>	<input type="checkbox"/>		

Compiled by: _____

Date: _____