

OUR LADY IMMACULATE CATHOLIC ACADEMIES TRUST

ST JOHN RIGBY PRIMARY SCHOOL

*God's will be done through work and play, as we follow Jesus day by day*



## Safer Recruitment Policy Statement

<b>Status: part of Safeguarding Policy</b>
<b>Date of Review: Autumn 2023</b>
<b>Date of Next Review: Autumn 2025 (or sooner in line with KCSIE)</b>



St John Rigby Catholic Primary is committed to safeguarding and promoting the welfare of children and young people, and expects all employers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment and selection process in line with this commitment. Successful appointment will be subject to an enhanced Disclosure and Barring Service (DBS) check.

## WHAT ARE OUR KEY PRINCIPLES AND AIMS?

John Rigby is a community based upon the strong Catholic values of Faith, Hope, Forgiveness, Love and Trust. The ethos of our school is that it promotes inclusion and the valuing of each individual, encouraging self-esteem, self-discipline, and mutual respect.

Our mission statement lies at the heart of all we do and underpins our overarching core aims:



- To ensure **God's will** is achieved by empowering our children to develop as happy, safe, confident and successful learners who are able to make informed choices that are in their own and others best interests.
- To enable children to **work** with a joy and love for learning, acquiring the knowledge, skills and behaviours needed to make a positive contribution to society.
- To enable children to **play** with an inquisitive and exploratory mind as they imagine, collaborate and create. They will take ownership of their learning journey and know that limitations are also opportunities for growth, showing courage to sometimes be wrong.
- To inspire children to grow, **day by day**, in their knowledge and understanding of the virtues to live by, reflecting our Gospel values of Faith, Hope, Forgiveness, Love, and Trust, whilst continuing to flourish and discover their unique God given potential.

At St John Rigby Catholic Primary School, the happiness, safety and well-being of every child is our paramount concern. We are fully committed to Safeguarding and Promoting the Welfare of Children, and expect all staff, volunteers and visitors to share this commitment.

This safer recruitment policy statement sets out our commitment to recruiting staff and volunteers who are suitable to work with children and should be read in conjunction with our OLICAT Safeguarding & Child Protection Policy.

## WHAT IS SAFER RECRUITMENT?

Safer recruitment is a set of practices to help make sure our staff and volunteers are suitable to work with children and young people. It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm.

We are committed to:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children and young people
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers participate in an induction which includes child protection

## WHAT SAFER RECRUITMENT PROCEDURES ARE IN PLACE AT SJR?

St John Rigby have established clear written procedures in order to make sure everyone who is involved with any form of recruitment knows how to follow them. This also ensures that staff and volunteers are recruited safely and fairly, and that children's safety is being considered at every stage of the process.

## RECRUITMENT PROCESS

**Define the role:** For any role working with children and young people, both the role description and the person specification will highlight the safeguarding responsibilities.

**Advertising the role:** The advertisement is our first opportunity to send out a clear safeguarding message. Every advert for a role that includes work with children includes a statement about our commitment to keeping children safe. If the role requires a criminal records check (DBS), this will be included in the advert.

**Applicant information pack:** Providing an application pack ensures that people interested in applying for a role have all the information they need about our organisation and the advertised vacancy, including an overview of our safer recruitment process so that candidates understand what information will be sought from them and why, and what will be expected of them at each stage of the process.

**Self-disclosure form:** A self-disclosure form gives shortlisted or successful candidates the opportunity to tell you confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record. We only ask for the information we are entitled to know about as a potential employer.

The form:

- ensures applicants are aware that we are entitled to ask for this information
- provides us with an opportunity to discuss and consider relevant information before findings from vetting and barring checks are received
- helps deter unsuitable candidates and shows that we take safer recruitment seriously.

The self-disclosure form does not replace the need for a criminal record check, which is always carried out as appropriate to the role.

**References:** The application pack provides information about how and when we will request references. Applicants are requested to provide the details of at least two referees, who will be contacted as part of our vetting checks.

**Online checks:** Online checks are not a mandatory requirement of a safer recruitment process. However, following the Trust policy guidance, the school will carry out a search of shortlisted candidates for any information that is publicly available online.

**Selecting applicants for interview:** Shortlisting is carried out by at least two people. They should each be clear about what their role involves and should assess each application form according to how well it meets the criteria set out in the person specification.

**Preparing for interview:** All applicants are assessed on their ability to carry out the role, based on justifiable and objective criteria. Dependent on the role, a range of selection methods are used that are clearly related to the person specification. Any questions that arise from assessing applications, e.g. gaps in employment history, can be raised as additional questions within interview for clarification.

**Interview Panel:** Interviews to recruit people to work with children should always, where possible, be conducted face-to-face. At least two people will be on the interview panel, one of whom has received current safer recruitment training.

Questions are planned in advance and will relate to items in the person specification in order to explore the candidate's suitability to work with children, their attitude and their motivations for applying for the role. Every interview will include a question focus on Safeguarding children, with candidates' comments clearly noted.

The interview process will explore a candidate's ability to:

- establish and maintain professional boundaries and professional integrity
- establish and maintain relationships with children
- take action to protect/safeguard children.

**Checking identity:** Candidate's identity must be checked during the recruitment process. The first opportunity to do this is usually when the candidate attends interview and on appointment (See Vetting, disclosure and barring checks).

**Making an offer:** When contacting a successful candidate, it must always be made clear that the offer is still subject to satisfactory completion of all the vetting processes that need to be undertaken. An offer letter will always be sent to confirm the conditions of successful vetting and verification checks.

## **VETTING, DISCLOSURE and BARRING CHECKS**

A full range of processes and checks are carried out to ensure the right person is employed to work or volunteer in roles that have contact with children.

**Verifying references:** References can support an informed decision about an applicant's suitability to work or volunteer with children. References ask about the candidate's:

- suitability and ability to work with children and young people
- knowledge and understanding of child protection and safeguarding.

**Criminal records checks:** Criminal records checks ensure that people aged 16 or over have nothing on their record that makes them unsuitable to work or volunteer in roles that have contact with children.

The Disclosure and Barring Service (DBS) helps employers and voluntary organisations in England and Wales make safer recruitment decisions. A criminal records check is only valid on the date stated on the certificate but, in

England and Wales, individuals who have a new DBS check can subscribe to the update service, which means they can keep their certificate up to date and take it with them to a new employer.

### **Enhanced with barred list checks**

There are different types of criminal record checks depending on the nature of the work being carried out. Checks can be:

- basic – showing unspent convictions and conditional cautions
- standard – showing spent and unspent convictions and adult cautions which have not been filtered in line with legislation
- enhanced – showing the same as a standard check plus any information held by local police that's considered relevant to the role.

In England, Northern Ireland and Wales, there is also the option for an enhanced with barred list check for anyone doing "regulated activity". This provides the same information as an enhanced check, but also includes information about whether the person has been barred from working with children.

All staff will be requested to sign a yearly declaration to confirm that there have been no changes to their records, including criminal records and barred list since the last DBS application. DBS checks will be renewed every 3 years

### **What is regulated activity/regulated work?**

Regulated activity with children, in England, means carrying out any of the activities below frequently or with intensity (more than 3 days in a 30-day period or overnight):

- Unsupervised activities: teaching, training, instructing, caring for or supervising children; providing advice or guidance on wellbeing, or driving a vehicle only for children.
- Working for a limited range of specified places with the opportunity for contact with children and young people, for example schools, children's homes, childcare premises (excluding work done by supervised volunteers).

Some activities are always regulated activities, regardless of how often they take place and whether or not they are supervised. These include:

- engaging in intimate or personal care of children.
- health care by, or under the supervision of, a registered health care professional.

For more information about the definitions of regulated activity and regulated work, please see the [Regulated Activity in Relation to Children Legislation](#) documents

**Other checks:** There are a range of other checks you should carry out, including

- Birth certificates: It is best practice to check the successful candidate's birth certificate, to find out whether they have changed their name since birth. Vetting and barring checks must be carried out for all names the person has used.
- Right to work in the UK checks: Even if the role is not paid, it is necessary to carry out a right to work check. [The Home Office has published guidance on right to work checks \(Home Office, 2021a\).](#)
- Overseas checks: If a candidate has been resident outside the UK for three months or more over the past five years, the candidate's criminal record would need to be checked in that country. [The Home Office provides guidance on applying for criminal records checks for overseas applicants \(Home Office, 2021b\).](#) Any documents not in English should be accompanied by a certified translation.
- Disqualification from working with children: Organisations are responsible for making sure the people they employ as staff and volunteers have not been disqualified from working with children. [The Department for Education \(DfE\) has published statutory guidance to help organisations comply with their responsibilities \(DfE, 2018\).](#)

## Single Central Record

The SCR is a key element of safer recruitment. The DfE Statutory Guidance for Schools and Colleges, 'Keeping Children Safe in Education, requires all schools to produce and maintain a Single Central Record of Recruitment and Vetting Checks (SCR). Evidence of key documents and information are regularly updated to include all safer recruitment and vetting checks

The SCR is an online 'live' document for:

- All staff employed by the school – e.g. teachers, teaching assistants, cleaners, administrative staff etc
- Trainee teachers on salaried routes
- Supply teachers / casual workers – either employed through the school or through an agency
- All those in regular contact with children including volunteers
- All Governors
- Contractors who visit the school frequently or intensively\*\*
- All people brought into school to provide additional teaching / training / instruction e.g. sports coaches and music teachers

\*\* Definition of frequent and intensive:

- Frequently is defined as once a week or more often
- Intensively is defined as four or more times in a month or overnight

## Pre-employment checks for schools and colleges (see Appendix A: Safer Recruitment Checks)

**Teachers:** Teachers can be prohibited from teaching children and young people for various reasons, including unacceptable professional conduct or a conviction of a relevant criminal offence.

Before appointing teachers, qualifications, as well as qualified teaching status and their eligibility to work as a teacher must be checked. [The Department for Education \(DfE\) has provided information about this in its Keeping children safe in Education guidance \(DfE, 2023\).](#)

**Non-teaching staff:** Non-teaching staff, support staff, school managers and governors should also undergo vetting and barring checks.

**Temporary/agency staff, third part providers and visitors:** It is just as important to ensure recruitment of temporary or agency staff undergo the same safer recruitment processes to ensure they are suitable to work with children.

Visitors running an activity with children in school, must also have undergone the necessary checks.

As a school, we only engage people to work with children if they come from an agency or organisation that has robust safer recruitment policies and procedures.

Supply teachers, student teachers and contractors in schools are all in regulated activity if they work in schools for more than three days in a 30-day period, or overnight.

Documentation and written confirmation that relevant safer recruitment vetting checks have been made for each temporary staff member or visitor are managed in the school office.

All temporary/agency/supply staff and visitors who arrive on site are requested to sign in and ID checked.

**Volunteers:** Volunteers who are wholly supervised and who do not work frequently i.e. more than 3 times a month with children do not need to be added to the SCR e.g. a parent accompanying children on a school visit.

Volunteers who are unsupervised and work frequently or intensively and are therefore working in Regulated Activity must have an Enhanced DBS Check with a Children's Barred List Check in place and must be added to the SCR in the same way as other members of staff.

For volunteers not engaged in "regulated activity" a written risk assessment should be undertaken to determine whether an Enhanced DBS Check (excluding a Barred List Check) should be obtained. The completed Risk Assessment should be kept in a school's local personnel records.

**Governors:** Legislation requires that ALL governors will be required to have a DBS check.

Further checks, as the chair considers appropriate, will be undertaken where, by reason of the individual's living or having lived overseas, obtaining an enhanced DBS check is not sufficient to establish an individual's suitability to work in a school

**Contractors:** Where schools use contractors to provide services, they should set out the safeguarding requirements in the contract/service level agreement between the organisation and the school. An organisation letter is obtained to advise of staff member's DBS number and all other safeguarding checks that have been undertaken, including confirmation of the date checks were carried out.

**External Clubs:** Where pupils from the school are attending the club, the school follows the third-party provider guidance. However, clubs run for pupils or adults not connected to the school will be asked to sign a service level agreement and provide documentation regarding safeguarding procedures, training and lead etc..

### HOW DO WE CREATE A POSITIVE SAFEGUARDING CULTURE AT SJR?

The commitment to safeguarding children is an ongoing process and has a high profile within the school. All staff and volunteers should feel responsible for helping to make a safer culture and empowered to speak out if they have concerns.

#### Induction

To help develop a safe environment for speaking out, safeguarding and child protection is a key part of our induction process for new staff and volunteers. This ensures everyone fully understands and knows how to follow our safeguarding policies and procedures.

All new staff and volunteers receive induction to ensure they:

- have read and understand our safeguarding and child protection policies and procedures
- know how to spot the signs that a child may be experiencing abuse
- know how to respond appropriately if a child makes a disclosure about abuse
- know what to do if they have concerns about a child's wellbeing.

All staff complete child protection training as part of their induction and it is an ongoing process to ensure everyone has up-to-date knowledge and skills and understands how child protection works in our school.

#### Training

Staff are regularly updated with Safeguarding training, via online CPD or INSET days, including any key contextual safeguarding concerns in relation to the school cohort. Termly newsletters are shared and information posted on the Safeguarding Noticeboard in the staff hub

### HOW HAS THIS POLICY BEEN INFORMED?

Across the UK, statutory guidance highlights the responsibility of those in the education, community and care sectors to have policies and procedures in place that ensure they only employ suitable people to work or volunteer with children. This policy and procedures have been supported through the following guidance:

[Working together to safeguard children \(PDF\)](#) This highlights the responsibility of all organisations working with children to have safe recruitment practices in place.

[Keeping children safe in education: Statutory guidance for schools and colleges](#) This gives school governing bodies the responsibility to ensure safer recruitment practices are put into place. Part 3 gives guidance on safer recruitment.

The Department for Education (DfE) [statutory guidance about disqualification under the Childcare Act 2006](#) for local authorities, maintained schools, academies and free schools.

[Rehabilitation of Offenders Act 1974](#) sets out what you can ask applicants about their previous cautions or convictions. The Ministry of Justice has produced [guidance about the Rehabilitation of Offenders Act 1974 for England and Wales](#), which explains which convictions must be declared when applying for a role and what the exceptions are (Ministry of Justice, 2020).

The Disclosure and Barring Service (DBS) has produced [guidance about filtering](#) (DBS, 2020).

## **APPENDIX A: Safer Recruitment Checks**

### **Staff Recruitment: Pre – appointment Check**

#### At interview

- Identity- Birth Certificate/Passport/Driving Licence
- Self Declaration – Criminal Convictions Form
- Two References (see above)
- Qualifications.
- Status: QTS etc.
- Eligibility to work in the UK. Passport/Birth Certificate (+ proof of NI) (**NOT DRIVING LICENCE**)
- Overseas applicants – overseas criminal record check
- Online search (from September 2022)

#### After interview

- Letter proving address details
- DBS including Barred List Check (where appropriate)
- S128 (where applicable)
- Prohibition Order checks (where applicable)
- Overseas criminal record checks
- Letter of Professional Standing (overseas teachers)
- Medical Clearance
- Childcare Disqualification Check (where applicable)

All information must be added the school's Single Central Record.

### **Volunteers / Governors**

- Take up references (volunteer policy)
- Volunteer risk assessment (volunteer policy)
- Depending on whether supervised or unsupervised access to children would depend on whether enhanced DBS with or without a barred list
- Check identity - Passport/Birth Certificate/Address
- Childcare Disqualification Form completed (where applicable).

Volunteers and governors should be placed on the school's Single Central Record.

### **Agency/Supply Staff/Visitors**

- Must get notification in the form of a letter that all of the appropriate checks have been undertaken e.g. DBS, ID, references etc. It is also part of our process to ask for ID evidence when they visit the school.
- Keep the letter as evidence of the checks.
- For them to become our employee, normal recruitment processes will be followed eg. application form, references etc.....

Agency/Supply Staff should be added onto the Single Central Record

Academies, independent schools and free schools – must see their DBS

Maintained schools – only see their DBS if there is something recorded on it

Independent schools and non-maintained special schools should also include the date on which any certificate was obtained.

All information must be added the school's Single Central Record.

### **University Students** (for example fee funded)

- University undertakes the checks.
- Universities must supply a letter confirming the checks that have been undertaken.
- The letter is kept as evidence of the checks and information added to the Single Central Record

## **Teachers Salaried Route**

Checks as normal and added onto the Single Central Record

## **Contractors**

Examples of contractors are plumbers, builders, electrician.

- Check appropriate level of DBS required
- Request letter from the organisation with their staff member's DBS number and a blanket letter confirming that all other safeguarding checks have been undertaken, including confirmation of the date the check was carried out.

When contractors arrive at school:

- Check their identity
- Record that their identity has been checked on the single central record and proof provided.

The above checks are mandatory.

In the Education (Independent School Standards) (England) (Amendment) Regulations 2014 which applies to academies, free schools and independent schools it states that staff are classed as those under a contract of services and should be added onto the single central record. For maintained schools we advise that these roles should be placed on your single central record.

There is no need to add contractors if you use them as a one off such as in an emergency e.g an emergency plumber.

## **External Clubs**

- Ensure that you have an agreement/SLA/contract in place.
- Who is attending the Club? Is it your pupils? When is the club?
- If it is your pupils that are attending the club then you should follow the third party supply guidance. If it is an adults Zumba class for example their should be a contract/SLA in place regarding the arrangements which includes your safeguarding expectations.

**The above checks are mandatory.**

In the Education (Independent School Standards) (England) (Amendment) Regulations 2014 which applies to academies, free schools and independent schools it states that staff are classed as those under a contract of services and should be added onto the single central record. For maintained schools we advise that these roles should be placed on your single central record.

## **Organisations/individuals represented on the LSCB**

- Where you have organisations/individuals represented by the LSCB/Council visiting your school, they will be provided with a letter from their employer confirming that a DBS check has been carried out. This letter is acceptable as confirmation that all appropriate checks have been carried out. You do not need to ask for their DBS number or their certificate. You do need to ensure that you keep the letter on file, and check their work ID when they visit your school.

## **Governors**

In March 2016, the DfE implemented a piece of legislation which means that ALL governors will be required to have a DBS check. It states: "where a governor has been elected or appointed before 1st April 2016 and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor by 1st September 2016."

Where a governor is elected or appointed on or after 1st April 2016 and does not hold an enhanced DBS, the governing body must have applied for such a certificate in respect of that governor within 21 days after his or her appointment or election."



Further checks, as the chair considers appropriate, should be undertaken where, by reason of the individual's living or having lived overseas, obtaining an enhanced DBS check is not sufficient to establish an individual's suitability to work in a school.

#### **Standalone Academies - Chair of Governors**

an enhanced DBS check which has been countersigned by the Secretary of State; (either including or not including barred list information as appropriate)

- checks confirming the individuals' identity; and
- checks on the individual's right to work in the UK.
- S.128 check
- the Standards also set out that where an individual is applying for the position of Chair and they have lived outside of the UK, the enhanced DBS check may not be sufficient to identify the individual. If that is the case, the Secretary of State may require additional checks to be carried out.

#### **Standalone Academies - Other governors**

- an enhanced DBS check (with or without a barred list, as appropriate)
- S.128 check
- checks confirming the individuals' identity
- checks on the individual's right to work in the UK.

#### **Multi-academy trust ('MAT')**

- The same checks as set out above are required at board (director) level.
- Academy trusts must also check that members are not disqualified from taking part in the management of the school as a result of a section 128 direction
- where an academy trust delegates responsibilities to any delegate or committee (including a local governing body) the trust must require an enhanced DBS check on all members of such a committees.
- A governor on any governing body that retains or has been delegated any management responsibilities.