

Ridgeway Safer Recruitment Statement Checks



Recruitment and selection process

The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education 2024.

To make sure we recruit suitable people, we ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training. We put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising

When advertising roles, we make clear:

- Our school's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

Application forms

Our application forms:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information

Sign a declaration confirming the information they have provided is true

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

Seeking references and checking employment history

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We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references, we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

Pre-appointment vetting checks

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

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

Verify their identity

Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed, we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken

- 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
- 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. These could include, where available:

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- We 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.

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

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

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

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe 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.

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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 therapists 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).

Check	How is it checked/what is checked?	Where recorded?	By who?
Fully completed application form	No gaps in employment history – to be followed up at interview if necessary Declarations signed	In personnel file: <ul style="list-style-type: none">• Application form	Interviewer
References	At least 2 references received including most recent employer		HR Manager / Business Manager

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	<p>Should include most recent employer & most recent education or other organisation with vulnerable children or adults</p> <p>Reference should be satisfactory</p> <p>On receipt the reference is verified – email address confirmed by an online search or other method to be satisfied that it comes from the organisation, “phoned” if a personal email address or received by post or “other”.</p> <p>If factual reference only this is acceptable if other references received. If appropriate they should be asked to confirm if no safeguarding concerns raised</p> <p>Any safeguarding or disciplinary issues raised on the reference will need further investigation and a decision made by the Headteacher/Deputy Head</p>	<p>Actual references are kept on SCR</p> <p>In personnel file:</p> <ul style="list-style-type: none"> At least 2 references matching the SCR 	
Online search	To see if there are any safeguarding or other concerns from doing an online search	<p>CBC online search checklist</p> <p>In personnel file:</p> <ul style="list-style-type: none"> Online searches checklist (from Nov 2022) 	Someone who will not be involved in shortlisting
ID	Original ID to satisfy DBS requirements	<p>Copies made and signed by those who have seen the originals</p> <p>Recorded on SCR</p> <p>In personnel file:</p> <ul style="list-style-type: none"> 3 forms of ID that have been signed to confirm originals have been seen. Must include at least one of passport, driving licence, birth certificate and at least one that came through post 	Anyone who sees original documentation
DBS	<p>Names match application form, including previous names</p> <p>Check original certificate</p> <p>Update service can be used</p> <p>Any criminal history disclosed will need further investigation and a decision made by the Headteacher/Deputy Head</p>	<p>In personnel file:</p> <ul style="list-style-type: none"> DBS application online DBS certificate – signed to confirm original has been seen or print from DSB update system 	
Right to work	<p>Government checklist – British passport or birth certificate with official confirmation of NI number https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version</p>	<p>In personnel file:</p> <ul style="list-style-type: none"> Copy of British passport or birth certificate + government/previous employer document confirming NI number 	
Barred list	Check original DBS certificate	<p>SCR – initials of who has checked original DBS</p> <p>In personnel file:</p> <ul style="list-style-type: none"> DBS certificate – signed to confirm original has been seen 	
OH PEMQ	Confirm that they are fit to work. If details are provided for reasonable adjustments or other issues raised these must be addressed ASAP	<p>Recorded on SCR</p> <p>In personnel file:</p>	

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		<ul style="list-style-type: none"> OH fit to work document 	
Teacher checks (if relevant)	<p>Evidence of teacher qualification</p> <p>QTS check</p> <p>Prohibition check</p>	<p>In personnel file:</p> <ul style="list-style-type: none"> Copy of qualification & QTS Print from online Teacher Regulation Agency 	
Overseas checks	If notification received from DBS service further checks may need completion		
128 check	Governors and senior management		
Criminal records	Declaration completed prior to interview	<p>In personnel file:</p> <ul style="list-style-type: none"> Criminal records declaration 	
Safeguarding training	Completed the safeguarding induction presentation	Record on SCR	
Starter details (not a Safer recruitment check but still required)	Have a record of all new staff details	<p>In personnel file:</p> <ul style="list-style-type: none"> New starter form Neo details starter form HMRC form Offer letter 	