

ST LUKE'S C.E. PRIMARY SCHOOL

Safe Recruitment Policy Statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in the schools Equal Opportunities Policy. The practices described in this document are designed to ensure a fair and objective process.

All posts in the school involve working in a 'regulated activity' in relation to children and will therefore require an enhanced DBS with children's barred list check (Disclosure and Barring check). All applicants will be therefore required to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). A previously issued DBS will only be accepted if the candidate has subscribed to the Update Service, so that the school can check on the DBS current status.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements in relation to the processing, handling and security of Disclosure information.

The school will:

1. Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The following pre-employment checks will be undertaken:

- receipt of at least two satisfactory references- procedures for obtaining and checking references are as described in the Recruitment Procedures
- at least one person on any appointment panel will have undertaken safer recruitment training
- verification of the candidate's identity
- obtain a certificate for an enhanced DBS check with barred list information

- If a person has lived or worked outside the UK in the last 5 years obtain a certificate of conduct from relevant police force
 - for teaching posts confirm candidate is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service
 - verification of the candidate's medical fitness through Occupational Health
 - verification of qualifications
 - verification of professional status where required e.g. QTS status (unless properly exempted)
 - the production of evidence of the right to work in the UK
 - (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
2. Keep and maintain a single central record of recruitment and vetting checks, in line with the DfE and statutory requirements.
 3. Ensure that the terms of any agency providing supply staff adopt and implement measures described in this procedure (to be logged in the SCR). School must check that the person coming to the school is the same person on whom the checks were made.
 4. Ensure that the procedures for volunteers include all relevant checks required by DfE and statutory requirements. These are detailed in the recruitment procedures and Induction of volunteers policy.
 5. Require staff who are convicted or cautioned for any offence during their employment with the School to notify the School, in writing, of the offence and penalty.
 6. The School will refer to the Local Authorities internal registers of individuals whose previous employment history may give cause for concern and will make a referral to the DBS in certain circumstances in line with DBS guidance.
 7. If the school has any concerns about an existing staff member's suitability to work with children, the school should carry out all relevant checks as if the person were a new member of staff.
 8. Schools have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of individual.
 9. If the school ceases to use the services of a teacher (including supply) because of a serious misconduct, or would have dismissed them if they had not left first, it would be necessary for the governors to consider whether to refer the case to the Secretary of State, as required by sections by 141D and 141E of the Education Act 2002. This may be investigated by Secretary of State and if there is a case to answer, a prohibition order in respect of this person may be issued.
 10. The school 'Safeguarding & Child Protection' policy details all the policies linked to safeguarding the pupils.

This policy should be read together with the School Recruitment Procedures document.

Autumn 2024