

Safer Recruitment Policy

Table of changes

Date	Version	Summary of Amendments	Author
05.08.2021	1	n/a	JC
13.09.2021	2a	Changed stages 4,5 of recruitment process and ex-offender recruitment to reflect KCSIE 2021	JC
25.04.2022	2b	To reflect change from SEE to CEE	JC
18.01.2023	3	To reflect change from BIS to SEI Address changed to Russell Mews. Eve Crow removed from footer as only employed by CEE as DDSL. Stage 1: Reference to flow chart removed. ID, Fit to Work, Right to Work, DBS, Self-Declaration, references moved from stages 3 and 4 to stage 6. Added online search of applicants (KSCIE 2022)	JC
To be reviewed 18.01.2024			

This policy is to be read in conjunction with

- Safeguarding Policy
- Cultural Experience England (CEE) Safer Recruitment Statement

Legislation and Guidance

This policy has been developed in accordance with

- Education Act 2002
- Education and Skills Act 2008
- Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in Education (2022). Statutory guidance for schools and colleges

Statement

SEI is committed to safeguarding and protecting all children and young people by implementing robust safer recruitment practices.

Relationship with Cultural Experience England (CEE)

SEI works closely with CEE. This company has its own recruitment statement which links in with SEI's Safer Recruitment Policy and underpins CEE's staff recruitment. CEE is responsible for placing SEI students in host family accommodation. All host families undergo thorough checks when they first apply for hosting. Checks are renewed annually. CEE sets out and records these checks in its online Zoho database.

Recruitment Process

SEI and CEE will follow these steps when recruiting a new staff member:

Stage 1: Review of role definition.

Stage 2: Advertise to encourage wide selection of applicants. Adverts must contain a clear indication of high safeguarding requirements to encourage suitable applicants and deter unsuitable candidates. Each advert for a role in regulated activity must state that an enhanced DBS certificate with Barred List Checks and full disclosure will be required.

Stage 3. Send Job description, safeguarding policy and link to *Employment application form* to potential candidates who enquire.

Stage 4: Review applications checking skills and qualifications, employment gaps and motivation and create shortlist. Check shortlisted candidates online and on social media.

Stage 5: Invite candidates to interview with SEI's Headteacher (who also acts as Safeguarding Lead) and Deputy Safeguarding Lead.

Stage 6: Check ID, check mental and physical fitness for work, check right to work in the UK, collect and discuss self-declaration. Request DBS check, check references, check right to work if additional documents are required. Make offer (conditional to positive result to all checks). Positions at SEI: Teacher database is searched for any prohibitions or restrictions.

Stage 7. Exchange contracts.

Stage 8: On the first day of employment, arrange online induction training and allocate mentor (if applicable).

Stage 9: Arrange a 1 to 1 supervision with Headteacher to take place 4 – 6 weeks after starting work.

Checks

Disclosure and Barring Service (DBS)

All staff must undergo a DBS check. The level of disclosure depends on the proposed role this staff member is to fill. Checks are renewed every three years. Staff members are encouraged to join the DBS Update Service.

Checks are made using the website www.ukcrbs.co.uk. Every applicant agrees to undergo this check by clicking a consent tick box on this website.

Any staff member whose role involves any of the following must undergo an enhanced check with barred list checks:

- teaching, training instructing, caring for or supervising children on a regular basis (in a school)

- carrying out paid, or unsupervised unpaid work regularly in a school or college where that work provides an opportunity for contact with children
- engaging in intimate or personal care, or overnight activity, even if this happens only once

Members of staff and external parties whose roles involve regular work or contact with children without fulfilling the above conditions, will have to undergo an enhanced disclosure check *without* barred list checks. This also applies to contractors on the school site.

Staff who have lived outside the UK must undergo an overseas criminal records check.

Staff must not start work before DBS clearance has been obtained. If it is unavoidable that they start work, they must be appropriately supervised until a DBS certificate can be shown.

A DBS check can be replaced by checking the DBS Updating Service if the applicant has joined this service in the past and SEI

- obtains consent from the applicant to do so
- confirms the certificate matches the individual's identity
- examines the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.

A DBS check or overseas criminal records check is not necessary if the applicant has worked, within three months of their appointment,

- in a school in England, in a post:
 - which brought the person regularly into contact with children or young persons; or
 - to which the person was appointed on or after 12th May 2006 and which did not bring the person regularly into contact with children or young persons; or
- in an institution within the further education sector in England, or in a 16-19 Academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

A criminal record does not per se disqualify an applicant. Each case will be assessed on an individual basis. The assessment will take into account the seriousness and relevance of the conviction to the post applied for, how long ago the offence was committed, whether it was an isolated incident or a string of incidents, the circumstances around the incident, the resulting attitude of the applicant, any change in the applicant's personal circumstances since. SEI will document how a decision is reached despite / because of a conviction.

Prohibition Order Checks

Any staff member who is expected to teach requires a check to ensure they are not prohibited from teaching under section 141B of the Education Act 2002.

Members of staff in management roles must be checked to ensure they are not prohibited from this type of work under section 128 of the Education and Skills Act 2008.

Employment History

SEI expects every applicant to submit full details of their employment history. This will be checked for consistency and completeness.

References

SEI requests two references for each applicant invited to interview. Subsequently, SEI will contact the referees by telephone and cross-check that their testimony is genuine and accurate.

Neither referee must be related to the applicant.

One referee should be the current or most recent employer. If the applicant is not currently employed, SEI will verify their most recent period of employment and the reasons for leaving. The other referee should be from the same or a different professional setting. References are to be received from official email addresses.

Mental and physical fitness for work

SEI will check the mental and physical fitness of any applicant for a position within the school. Checks are usually carried out by requesting information from the candidate. Where doubt remains, SEI can request a letter from the candidate's GP or another suitable medical practitioner.

Right to work in the UK

Every applicant for a position within the school needs to demonstrate their right to work in the UK.

Online search

SEI will search the internet and social media for relevant entries about shortlisted applicants as an additional background check. The content of the search will not be retained, only whether issues were found and how they were dealt with.

Substantial change

Where an existing member of staff moves into a new position within the school which is substantially different from their previous role, or their personal circumstances change, SEI will initiate the same checks as are expected for a new member of staff. For example, if the new role involves regulated activity where the old one didn't, or a person's right to work may have expired.

Qualifications

SEI will only employ suitably qualified staff. The Teacher Services' system will be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.

Where a prospective member of staff has acquired qualifications abroad, SEI will verify their suitability by obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.

Supply Staff

If SEI deploys staff supplied by an agency, it will require written confirmation that the relevant checks mentioned above have been made about the supply staff member. In addition, SEI will require to view the staff member's enhanced DBS certificate and check the person's identity.

Single Central Record of Employment (SCR)

SEI keeps an SCR in electronic form.

The SCR covers the following members of staff: everyone who works at the school, including teachers, administrative staff, trainees, supply and agency staff, all members of the proprietor body (South England Exchange Ltd).

The SCR indicates whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check

- a barred list check
- an enhanced DBS check/certificate
- a prohibition from teaching check
- further checks on people who have lived or worked outside the UK
- a check of professional qualifications, where required
- a check to establish the person's right to work in the United Kingdom
- whether the person's position involves 'relevant activity', i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18
- a section 128 Education and Skills Act 2008 check (for management positions)
- references obtained

For agency and supply staff, the SCR must include information on whether written confirmation has been received from the agency that the required checks have been made and certificates been obtained, and when; also, when a copy of an enhanced DBS certificate has been supplied.

Retention of records

DBS certificates are never kept on file.

The following copies of documents are kept on record for 10 years:

- ID documents
- Documents pertaining to an individual's right to work
- Documents about an individual's qualifications