



## Durham School

### SAFER RECRUITMENT

#### 1. Policy Aims

- 1.1 Durham School is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.
- 1.2 The School commits in this policy to observing the principles of the Equality Act 2010 and does not discriminate on any grounds.

#### 2. Relationship to Guidelines, Procedures, other Policies and Legal Requirements

- 2.1 Durham School is a 'Safer Recruitment' employer and seeks to minimise the risk of appointing someone unsuitable through recruitment procedures and pre-employment vetting, in accordance with the following:
  - Children Act 2004, The Education (Independent School Standards) Regulations 2014 [Part 4 Paragraphs 17-21], Safeguarding Vulnerable Pupils Act 2005 replaced by Safeguarding Children and Safer Recruitment in Education DFES/04217/2006, and *Keeping Children Safe in Education September 2018*.
  - If a candidate's application is considered to be fraudulent or contains false information, Durham School will report the matter to the Secretary of State, via the DfES and also the Police as appropriate.
- 2.2 **Equal Opportunities** – Durham does not discriminate between candidates on the basis of race, disability, gender, religion and beliefs, age or sexual orientation. Durham School is mindful of the requirements relating to the recruitment of ex-offenders.
- 2.3 At least one member of staff in Bow and Senior School will have completed the Safer Recruitment Training.

#### 3. Policy Statements

##### 3.1 Recruitment Procedure

At each stage of our recruitment process we are mindful of the need to protect and safeguard children and to ensure that their welfare is promoted throughout. There is a consistent and thorough process of obtaining, collating, analysing and evaluating information about applicants as follows:

1. Advertise, using 'Safer Recruitment' advertisement with School safeguarding statement in all advertisements.
2. Send recruitment pack including: Safeguarding Children Policy, Prospectus, Job Description, Person Specification, Recruitment Process, School Medical Questionnaire and Application Form indicating that Durham School is a 'Safer Recruitment' employer. Durham School's application form has training and employment dates as a Child Protection measure. This helps the school search for gaps in training and/or employment and flags up questions for interview. Applications will not be accepted without a form.
3. Short list applicants, checking gaps in service and noting questions to ask in interview. Candidates are invited to interview using 'Safer Recruitment' letter, and they are requested to provide the following: proof of identity e.g., driving licence or birth certificate, together with a valid passport, certificates or

diplomas confirming higher education qualifications and qualified teacher status or as appropriate to the post. In addition, and where appropriate, the individual will be asked to provide proof of their eligibility to work in the UK.

4. A panel of at least 2 members of staff, one of whom has been trained in Safer Recruitment and a second who has authority to make the decision on the appointment will meet to:
  - Reach a consensus about the required standard for the post;
  - Consider the issues to be explored, with each candidate and who will ask them;
  - Agree assessment criteria in accordance with Person Specification.

Staff currently trained in Safer Recruitment are:

	<b>Staff</b>	<b>Position</b>
1	Dr M. P. Alderson	Deputy Head [Staff]
2	Dr J. M. Burns	Deputy head [Pastoral]
3	Mrs S. Harrod	Headmistress, Bow
4	Mrs D. Leigh	Bursar

5. Two written references are sought, pre-interview ideally, using a 'Safer Recruitment' form including character and 'Safer Recruitment' questions, with telephone confirmation sought.

6. Interview using panel with at least one member who is 'Safer Recruitment' trained with pre-agreed interview questions (include 'Safer Recruitment' questions and questions to check any gaps in the candidate's application). Interviewers should assess the candidate's attitude towards children and young people and his/her ability to support the school's Safeguarding Policy. Any concerns or discrepancies arising from the information provided by the candidate and/or Referee should be addressed, the panel will also ask the candidate if they wish to declare anything in light of the requirement for a DBS disclosure. School to record a satisfactory explanation for gaps in CV. All applicants must certify and agree they understand the implications of the Children's Act 2004.

7. This policy supports the fair employment of migrant workers and the prevention of illegal working in line with UK government legislation, namely the Immigration, Asylum and Nationality Act 2006 and good practice guidance. The School will ensure that individuals do not engage in working for the School until such time as right to work has been established. This is completed through ID checks for UK citizens or confirmation of successful sponsorship status (work permit) for others.

8. For teaching appointments, make interview notes and retain record of the outcome. Observe candidate teaching. In addition, a prohibition check will be carried out on all teaching staff (with effect from April 2012) and all staff (from 8 August 2015 onwards) will be vetted for a section 128 direction prohibiting them from management positions.

9. The School will check all appropriate staff for disqualification from management or disqualification by association. The latter is undertaken by completion of a return by the member of staff.

Subject to the completion of the following checks that might be outstanding, make a conditional offer:

- Two satisfactory written references that have been confirmed by telephone.
- Verification of identity and right to work in the UK – passport copies taken and retained on staff file.
- Appropriate qualifications checked, copied and retained on file.
- Verification of medical fitness.
- Ensure disclosure and safeguarding checks are satisfactory.
- Confirmation of qualifications.
- Prohibition from Teaching check.

- Section 128 check to confirm whether the candidate is prohibited from management positions.
- Satisfactory attendance record.
- Completion of a Durham School Code of Conduct and Disqualification by Association self-declaration.
- Subject to satisfactory receipt of the barred list check, an employee can commence work whilst awaiting the result of the DBS check, providing that they are closely supervised and reviewed at least every two weeks. A risk assessment will be completed, and the person in question will be informed about these safeguards.
- Where the candidate is found to be disqualified from working with children by a court or an applicant has provided false information or there are serious concerns about their suitability to work with children, the facts will be reported to the police and/or the DfE and the Disclosure and Barring Service within one month.

## **3.2 Vetting and Barring Policy**

**3.2.1** Durham School is fully committed to the rigorous implementation of the Disclosure and Barring Service ('DBS') procedures and practices, in order to ensure the safety of the pupils in their care.

**3.2.2** The School will ensure that all staff employed will have a DBS check and disclosure. This requirement will include but not be limited to:

- Teachers, including the Head Master;
- Unqualified teachers, assistants, or instructors;
- Students or graduate trainees placed at the school;
- Teaching assistants and associated staff;
- Playground supervisors;
- All support staff, including administrative staff, nurses, etc;
- Technical staff, including technicians, maintenance and grounds staff, the School Marshall;
- Resident staff;
- Governors;
- Peripatetic staff;
- Staff employed on a self-employed basis;
- Other persons, who whilst not an employee of the School, may have unsupervised access to pupils, including parents helpers, partners of staff on residential trips and families hosting pupils.

**3.2.3** All disclosures will be enhanced, with the exception of Governors who require a standard disclosure. The requirements for the Chair of Governors to have a DBS checked countersigned by the Secretary of State for Education, is set out in the Education (Independent School Standards) Regulations 2014.

**3.2.4** Personnel not directly employed by the School, and not covered at 1.2 above will be dealt with as follows:

**3.2.4.1** Agency staff – it is the responsibility of the Head or Deputy Head contracting with the Agency to obtain written confirmation from the Agency that the staff are DBS checked. The identity of all agency staff will be confirmed separately by the School. The Agency must report to the School any disclosures which are reported on the relevant DBS check.

**3.2.4.2** Catering and cleaning staff – the requirement for all staff working at the School, through contract catering and cleaning services, to be DBS checked shall be a contractual requirement. The contractor shall be responsible for notifying the School of any disclosures that are reported on relevant DBS checks. The contractor will discuss with the School the implications for employment of such disclosures.

**3.2.4.3** Other contractors – the Head must be satisfied that those working on site are either DBS checked or that a suitable scheme of work to ensure that staff are supervised at all times by someone who is DBS checked

is in place. The contractor must disclose to the school any disclosures that are reported. In the absence of such arrangements, the Head must ensure that the contracting staff are suitably supervised by School staff, taking into account the risk and likelihood of unsupervised access to pupils.

3.2.4.4 Volunteers – it is the policy of the school that all volunteers engaged in regulated activity are required to undergo an enhanced DBS disclosure and complete volunteer application process

3.2.4.5 All staff must have a valid DBS check before they take up their appointment. Where a check has been applied for but not yet received, temporary supervised access to pupils may be permitted with the approval of the Head. A barred list check will be sought, and a suitable risk assessment will be drawn up and reviewed fortnightly. Such temporary arrangements will be reviewed on a regular basis and should not be permitted to continue for longer than 3 months.

#### **4 Oversight**

This policy is overseen by the Finance and General Purposes Committee of the Governors and will be reviewed at least once in every three year period.

**Policy last reviewed by**

**MP Alderson (Deputy Head [Staff]), 10 September 2018**