



**MALDON COURT**  
PREPARATORY SCHOOL

**18a**

# **Safer Recruitment and Selection Policy**

Updated September 2023. Mrs E Mason, Headteacher

Review date: September 2024

## **School Aims**

- Children develop a love of learning and come to appreciate the value of their talents and life experiences.
- Children flourish and become enthusiastic and independent learners reaching their full potential through a stimulating, broad curriculum and rich variety of experiences beyond the curriculum.
- Children embrace the traditional values of Kindness, Respect and Courtesy, becoming responsible, independent caring individuals.
- Children are confident happy individuals who are well prepared for their next step in education. This includes 11+, scholarships and entrance to schools with Specialist Status.
- Children develop the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: both in the local and wider community.

## **Rationale**

Maldon Court Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. To assist in this, the school follows a formal Recruitment Procedure for the employment of **all** staff and this is followed in conjunction with our school's Child Safeguarding Policy which help deter, reject or identify people who might abuse children.

All teaching staff, non-teaching staff, self employed staff and 3rd party staff are appointed by one of the Proprietors, Mrs Loraine Guest, Mrs Elaine (Headteacher and DSL) or Mrs. Bridget Harris, Board of Visitors all of whom have undertaken Safer Recruitment training.

### **This policy applies to:**

This policy applies to all staff employed at MCPS, including contractors, self-employed, 3<sup>rd</sup> Party staff and volunteers and is reviewed annually.

### **Principles of Safer Recruitment:**

The safer recruitment of staff involves thinking about child protection and safeguarding issues at every stage of the process. This starts with the planning for recruitment and advertising through to employment. It requires a process of obtaining, collating and analysing information about applicants to the school.

The school will not rely solely on DBS or Barred List checks (which rely upon the individual having come to police attention) and understands the importance of collating broader information to ensure that persons unsuited to working with children are not appointed.

The school is committed to a continuing awareness of the suitability of its staff to work with children. Accordingly, the school's Safeguarding Policy (under heading 'Whistleblowing') and

Child Safeguarding Policy (under heading 'Allegations Against a Member of Staff') makes clear the protocol for child protection and safeguarding issues that arise with current staff.

## **Recruitment Policy Statement**

In line with 'Keeping Children Safe in Education (DfE, 2023) the school provides the statement below as an explicit demonstration of its commitment to safeguarding and child welfare.

*"We are committed to safeguarding and promoting the welfare of all our children and we expect all our staff and volunteers to share this commitment. This post will be subject to an enhanced DBS with barred list disclosure and EEA, suitable references and pre-employment medical checks."*

This statement is to be included in all:

1. Job advertisements
2. Recruitment websites
3. Job descriptions
4. Role profiles
5. Induction training

## **Which processes should be followed?**

There are different processes to be followed depending on how the employee is employed by the school.

### **Staff employed directly by the school and Self-Employed staff**

These staff go through the Full Recruitment Process and will require all the Pre-Appointment checks

### **Employment Agency Staff, Contractors and 3<sup>rd</sup> party Staff**

- There will be a different approach for staff employed through an employment agency. Agency staff will, by the nature of their employment, not have to go through a recruitment process. They will, however, have to have the relevant checks completed. The agency will have completed these checks.
- It is the responsibility of the school to ensure these checks have been completed and must receive written confirmation of them having been done.
- A basic check may be carried out or presented to school for example; workmen who will not have contact with children.

### **Volunteers:**

- The school does not actively seek to recruit volunteers but that does not mean the school does not make use of volunteers.
- Volunteers are most usually parents of pupils in the school and as such they will not go through a recruitment process. The volunteers will not be in regulated activity or unsupervised at any time.
- Appointing volunteers is at the discretion of the Headteacher.

- Checks still need to be made of volunteers if they are asked to work with pupils on their own. and they will not be invited to help until the following checks have been completed.
  - ✓ Identity checks
  - ✓ confirmation that there are no objections within the local community
  - ✓ where relevant to the role, qualifications, DUCA declaration, Overseas check, prohibition from teaching
  - ✓ EEA checks – New regulations for EEA checks from 1<sup>st</sup> January 2021 - [Recruit teachers from overseas GOV.UK](#)

## **Work Placements and Work Experience**

The school does routinely accept students on work placements and on work experience. Should any work placement occur they will be subject to all relevant checks including a DBS.

## **The Recruitment Process for prospective employed staff**

### **Planning**

- The planning of the recruitment process is essential. The process will be overseen by the Headteacher in all cases but may be completed by the Deputy Headteacher or School Business Manager.
- Required qualifications, qualities and experience will be discussed and agreed upon with the Headteacher. These requirements will be included in any advertisement as appropriate.
- A role profile will be drawn up at this point.
- Parties involved in the process will be considered at the outset, for example, the Headteacher and Deputy Headteacher may both need to be available for assessing the application forms, interviews etc.
- Sufficient time will be available to allow for references for shortlisted candidates to be obtained.
- Closing dates and interview dates are to be agreed at this stage.

### **Advertising**

- Where adverts are placed is at the discretion of the Headteacher. Adverts may be placed in local media, Essex Job Scene (run by Essex County Council), our school website or Indeed.
- All vacancies are to be published on the school website.
- The school may also use recruitment agencies.
- All adverts will contain the school safer recruitment statement as previously stated in this policy.

### **Applications (teaching and non-teaching)**

- Candidates for all posts are welcome to, and indeed encouraged to visit the school prior to any closing dates. These visits will be accommodated wherever possible and by appointment only. Visits may be conducted by any of the SLT or senior teachers.

- Candidates unable to attend for a visit may apply by completing an application form as advertised
- All roles advertised will require the completion of an application form.

### Shortlisting

- All application forms, CV's and covering letters are to be scrutinised by the Headteacher. CV's are only accepted in addition to an application form.
- Anomalies and discrepancies are to be noted.
- All applications are to be assessed against the role profile.
- Applicants shortlisted at this stage who **have not** completed an application form are to be directed to complete one.

### References

- References will be sought directly from the referees provided by the candidate and should include their current or most recent employer.
- Generic references will be not considered.
- The references will allow the school to make appointment decisions in the light of objective and information provided.
- References should be requested prior to interview so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview.
- Appointments will not be made without satisfactory references being received.

### Interview

- Invitations to interviews will be sent to each candidate. This will include time and place, interview panel and a reminder of how the interview will be conducted. The letter or email must include the Safer Recruitment Policy Statement.
- All applications for teaching posts will require a lesson observation which will be conducted by the Headteacher, Deputy Headteacher or Proprietor.
- Interviews are to be planned by the interview panel and reference should be made to any application discrepancies noticed during short listing.
- Interview formats are at the discretion of the Headteacher and she will always try to avoid hypothetical questions (and therefore theoretical answers) and instead ask competency-based questions with a requirement for the candidate to provide examples.
- In addition to the questions in relation to the applicant's suitability for the post, the panel will also explore.
  - ✓ The candidate's attitude towards pupils.
  - ✓ Their ability to support and promote school Safeguarding and Child Safeguarding policies.
  - ✓ Gaps, discrepancies and concerns relating to employment history or references will be explored and clarified.

## **Offers of Employment (Conditional)**

Offers of employment will always be conditional upon

1. The receipt of at least 2 satisfactory references (If not already received)
2. Verification of identity
3. Enhanced DBS, Barred List
4. EEA information checks. New regulations for EEA checks from 1<sup>st</sup> January 2021 - [Recruit teachers from overseas GOV.UK](#)
5. Confirmation of candidate's medical fitness.
6. Verification of qualifications
7. Verification of professional status
8. Right to work in the UK
9. Online Screening
10. No unexplained gaps in employment history

### **Where relevant:**

11. Prohibition from teaching
12. Prohibition from management
13. Overseas check
14. DUCA declaration

All checks will be recorded on the School's Central Register.

Offers of conditional employment will be written, a copy of which will be kept on the staff member's file and be made available to the school Business Manager and Proprietor for contract and payroll purposes.

## **Induction**

All staff will receive a formal induction; the details of which are contained in the Staff Induction Policy.

## **Recruitment and Vetting Checks**

### **Checks - Directly Employed Staff**

The following checks should be completed on all staff employed by the school

1. Identity Checks - Proof should include name, DOB, address and photographic ID.
2. Children Barred List checks - This is a DfE list of persons barred from employment within relevant areas (including schools). It is an offence for anyone on this list to be knowingly appointed to a post from which they have been barred. This will be obtained if an individual is starting work in regulated activity before the DBS certificate is obtained.
3. Enhanced DBS Disclosures with Barred List - Work in a school is exempted from the rehabilitation of offenders Act. Accordingly, the school will ask individuals to declare all convictions, cautions, reprimands, warnings or bind overs which they have incurred including those deemed spent under the Act. This declaration will be made on the application for the position and will be confirmed in the DBS application.

KCSIE 2023 states that there is no requirement to obtain an enhanced DBS check, if, in the three months prior to beginning work in their new appointment, the applicant has worked in a school in England in a post which brought them into regular contact with children or in any post in a school since May 2006. However, MCPS adopts a more robust procedure and insists on obtaining its own DBS and has sight of the previous DBS, recording the number and date of issue in the usual way. Until the DBS certificate has been seen, the applicant will remain as unchecked and barred list check will be performed along with a risk assessment. Staff without a DBS will not be in regulated activity and will be supervised at all times.

The school is not permitted under the GDPR regulations to retain DBS certificates. They are securely destroyed as soon as they are no longer needed and not kept longer than 6 months. Where staff are signed up to the DBS update service the school will request status checks as necessary.

4. Following KCSIE 2023, the school will check whether individuals from countries in the European Economic Area (EEA) who will be carrying out teaching work are subject to a sanction or restriction imposed by another EEA professional regulating authority for teachers (New regulations for EEA checks from 1<sup>st</sup> January 2021 - [Recruit teachers from overseas GOV.UK](#)
  - This check will be required for staff taking up their posts from 5th September 2016. The EEA check applies to those in teaching work who have lived or worked in an EEA country. An Overseas Check will be obtained if the applicant has worked in countries worldwide and applies to all types of employment in schools. It is the equivalent of a DBS from these countries.
5. Following KCSIE 2023, an enhanced DBS check with barred list information will be appropriate as staff will be engaging in regulated activity. A person is in **regulated activity** if because of their work they:
  - a. Will be responsible, on a **regular** basis, in any setting for the care or supervision of pupils or driving a vehicle only for pupils.
  - b. Will regularly work in a school at times when pupils are on school premises (where the person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor.
  - c. Personal care including helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.
  - d. Staying overnight with children e.g. on residential school trips. In general, all work in school is regulated activity and therefore the school will require an enhanced DBS with barred list check unless there is a valid reason not to do so.
6. Checks to confirm qualifications specified in job descriptions and any relevant qualifications declared by the candidate, should be completed. These checks should be completed for most jobs in the school including teaching, teaching assistants, cooks, secretarial, EYFS (ratio purposes), site security (health and safety) and minibus driver. Visual inspection of qualification certificates will be necessary.

7. Medical Fitness Confirmation - Medical Declaration Form to be completed by all staff. A job applicant can be asked relevant questions about disability and health to establish whether they have the physical and mental capacity for the specific role.
8. Checks to confirm Right to Work in UK
9. Suitable further checks for those who have lived outside of UK - DBS disclosures do not generally include offences committed abroad. Overseas checks or EEA checks will be sought for staff whose DBS disclosure cannot provide sufficient reassurance of conduct given the amount of time the individual has been in the country. The Home Office website has information on how to obtain overseas checks.  
[Recruit teachers from overseas GOV.UK](#)
10. In some cases, it is the employer's responsibility to obtain the checks and in others it is the candidate's responsibility.
11. Prohibited from teaching will be checked for candidates that will be employed as defined by the DfE definition as 'teaching work' including:
  - Teachers
  - Overseas qualified teachers
  - Peripatetic teachers
  - Sports coaches, ESB and depending on the nature of the role, it may also apply to:
    - Volunteers,
    - Teaching assistants
    - EYFS staff
12. We will also check whether staff appointed to management positions are subject to a section 128 direction – since 2015. This also applies to staff promoted internally as the waiver that the check waiver that this check need not be applied to internal candidates was removed in 2018. This applies to HT, SLT and Proprietors.
13. All prospective candidates will be subject to Online Screening. We will search for any online presence and view any available profiles on social media. We will ensure that their views and opinions are in line with the ethos and values of the school.

**All the above checks (excluding DBS) must be completed before appointment.**

DBS's must be obtained as close as reasonably practicable to the start date. If the individual starts before the certificate is available, the individual will be subject to appropriate risk assessment, a supervision agreement and a periodic review of arrangements. All other checks, including a separate barred list check will have been obtained.

Records of all these checks having been completed will be kept on the central register. To comply with the Data protection Act and GDPR, DBS certificates will be checked and note taken of the DBS number and date but not kept on file. All ID and qualifications will be photocopied and kept.



Additionally, the following checks will take place.

- Professional and character reference checks
- Employment history checks

Where possible, references will be obtained before interview. Suitability references should also be sought for internal candidates. KCSIE does not specify several references but the expectation is that for suitability purposes there will be a minimum of two. Any references taken over the telephone must have detailed notes, dated and signed and made clear who has spoken to. All references will be received before the person starts work. References will always be sought from the candidate's current employer. If there is no current employer, verification of then most recent period of employment and reasons for leaving will be obtained. Electronic references will be verified that they come from a legitimate source. References and employment history checks will be recorded on the SCR.

### **Checks - Employment Agency Staff, Contractors and 3<sup>rd</sup> Party Staff**

Supply staff from any employment business will only begin to work at Maldon Court if the proprietors have:

1. Written notification from the employment business that the following checks have been carried out:
  - Children's Barred List (formally list 99),
  - Qualifications (if relevant), DUCA declaration (if needed)
  - Prohibition from teaching,
  - Overseas check,
  - EEA check - New regulations for EEA checks from 1<sup>st</sup> January 2021 - [Recruit teachers from overseas GOV.UK](#)
  - Right to work in UK
  - Employment history
  - References
  - Medical declaration
  - Online Screening
2. For supply staff, the school must have sight of the DBS and record the number and date of issue.
3. Know that any information from section 113b of the Police Act 1997 contained in the DBS check is disclosed.
4. Consider that the person is suitable for the work.
5. An identity check is carried out by the school irrespective of any check carried out by the employment business.
6. Contractors and third party visitors will have no unsupervised access to areas around the school when pupils on site.
7. If unsupervised access to pupils is not possible then checks need not be completed on contractors.
8. Unsupervised access to areas with children will not be possible unless the contractor or third party staff produce their own Enhanced DBS.

9. Even with an enhanced DBS access to the site will be at the discretion of the Headteacher.
10. If a contractor at the school is self employed, the school will consider obtaining the DBS check as self- employed workers cannot make the application directly.

### **Checks – Volunteers**

In a school, an existing *supervised* volunteer who regularly teaches or looks after pupils is not in regulated activity and does not require an enhanced DBS check. However, the Headteacher will make an assessment on each individual case when deciding whether a DBS is necessary. New volunteers in regulated activity require an enhanced DBS with barred list. New volunteers not in regulated activity need not obtain an enhanced DBS.

- The Headteacher will follow the DfE guidance
- A file is held on each volunteer which contains their DBS number.
- The status of volunteers will be reviewed should their duties change, and they move from non-regulated to regulated activity.

As a general guidance for all volunteers:

- The Headteacher will always require an enhanced DBS check with barred list for volunteers participating in regulated or regular activity. (regular activity is more than 3 days in a 30-day period as stated in the Safeguarding Vulnerable Groups Act 2006), volunteers who assist with intimate care e.g. changing before and after swimming, changing for school productions changing nappies and volunteers who may help on a residential school trip, even if this is infrequent and supervised.
- An enhanced DBS disclosure will be obtained for regular volunteers who have contact with children but who are not in regulated activity.

Updated September 2023 - Mrs E Mason, Headteacher

### **Reference is also made to:**

The Child Protection and Safeguarding Handbook for Schools, Raymond, A, 2009, Optimus Education.