



**ARNOLD LODGE**  
4 - 18 yrs Co-educational Independent Day School

# Safer Recruitment Policy

**Approved by the Directors: March 2017**

Reviewed Annually

**Next review date: March 2018**

This policy is part of a portfolio of policies associated with 'Safeguarding' and must therefore, be read in conjunction with the other policies. All policies are available on the website or in school.

## **About this Policy**

This policy sets out clear systems of work and processes with regard to recruitment of voluntary and / or paid employment at Arnold Lodge School



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## Policy of Safer Recruitment

### Introduction

- This recruitment and selection policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education DfE'. The aims of this policy are to ensure that those responsible for making staff appointments take all possible steps to deter, reject and identify people who might cause harm to our pupils and who are unsuited to work with or in close proximity to them.
- Arnold Lodge is committed to the safeguarding and promotion of children's and young people's welfare and expects all staff and volunteers to share in this commitment.
- The policy covers everyone working within Arnold Lodge, including Directors, workers not on the payroll and unpaid volunteers. It makes the assumption that a child will tend to recognise any adult that they commonly see around the school as safe and trustworthy through the fact that they grow accustomed to seeing them.
- All employees at Arnold Lodge School will be subject to Enhanced Disclosure and Barring Service (DBS) checks, as all will be in close contact with children. Anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. For those engaged in management roles, a further check under section 128 will ensure they are not prohibited from management. These checks will be kept on the Single Central Register and available to members of SLT and the Directors to check.
- All employees at Arnold Lodge School are also asked to complete a Declaration of Disqualification form before they begin employment as advised by DfE guidance 'Keeping Children Safe in Education DoE April 2015'.

### Single Central Register

The School holds a single central register (hard & soft copy) of all staff where their role is deemed to have direct and /or regular contact with children. The register comprising individual personal details as stipulated by regulation and is updated regularly as new staff join or leave the school. The process of compliance checks is managed by the School Office and adhered to prior to commencement of employment at the School.

### Assessing Risk: Non-Employee

- **Directors** - are subject to, and shall be compliant with, the Arnold Lodge School policy and practice with regard to safer recruitment. Full checks on school Directors are held on the SCR.
- **Supply Agency Staff** – Agency acting on behalf of staff must provide date of DBS and put in writing that all other checks have been completed as well. Arnold Lodge **must see a copy of the DBS disclosure and ID must be checked by the school when they first attend.**
- **Volunteers** – All volunteers, including parents / carers are subject to, and must be compliant with the Arnold Lodge School recruitment procedure and processes. If a visiting speaker, the school must first check their "suitability" to speak to the children in school.



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- **Contractors** – At no time will contractor staff have unsupervised access to children without a DBS check being in place; whilst on site, contractor staff will be issued with a daily visitor badge and asked to sign an undertaking that they will not knowingly place themselves in a situation where they are in direct contact with children.
- **Guests & Visiting Speakers** – guests and visiting speakers are to be accompanied at all times and will be provided with a daily visitor badge and require to sign in and out of the school.

## Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment;
- The job description and person specification are essential tools and will be used throughout the process;
- Employees will be recruited on the knowledge, experience and skills needed for the position;
- Selection will be carried out by a panel with at least two members of staff present. At least one panel member will have received appropriate training on safer recruitment and selection;
- Selection will be based on a minimum of completed application, shortlisting and interview;
- All posts will normally be advertised;
- The Disability Discrimination Act makes it a requirement to make reasonable adjustment to the recruitment process if the applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

## Equal Opportunities

Arnold Lodge School is committed to providing equality of opportunity for all and ensuring that all stages of selection and recruitment are fair and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.

## Safer Recruitment

It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training successfully. This training will be updated every five years.



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## Pre-Recruitment Process

### The advertisement

- The advertisement will include the statement, 'Arnold Lodge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'

### An Information pack for candidates will be prepared, containing:

- A standard Arnold Lodge School application form;
- A job description and person specification;
- School information;
- Terms and conditions of employment;
- Policies concerning Safeguarding Children, Safer Recruitment and the recruitment of ex-offenders.

### References

- Two references will be taken, including one from the last employment that involved working with children
- The purpose of obtaining references is to obtain objective and factual information to support employment decisions. They will be sought and obtained directly from the referees.
- References will be sought on all shortlisted candidates including internal ones and will be obtained before the interview where possible.
- References will be sought using the standard Arnold Lodge School reference request form.

### Interview Panel

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with young people. The selection for people who work with children will always involve a face to face interview even if there is only one candidate. The interview panel will have a minimum of two members.

The members of the panel will:

- Have the necessary authority to make decisions about appointments;
- Be appropriately trained;
- Meet before the interview to consider the issues to be explored with each candidate and agree assessment criteria according to the person specification.

### Scope of the Interview

In addition to evaluating the candidate's suitability for the post, the interview panel will also explore:

- The candidate's attitude toward children and young people;
- His / her ability to support Arnold Lodge's agenda for safeguarding and promoting the welfare of children;
- Gaps in the candidate's employment history;



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- Concerns or discrepancies arising from information provided by the candidate and / or the referees;
- Ask the candidate if they wish to declare anything in the light of the requirement for a DBS check;
- If references have not been obtained before the interview, the candidate will be asked at interview if there is anything to be discussed in the light of questions that will have been put to his / her referees.

## Conditional Offer of Appointment

An offer of appointment to a successful candidate, at Arnold Lodge School, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks.

### When appointing new staff, Arnold Lodge School will:

- Check ID, qualifications and right to work at interview.
- Obtain a certificate for an enhanced DBS check with barred list information where the person will be engaging in regulated activity;
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- Undertake a prohibition check for teaching and a prohibition from management check for those in management positions
- Check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;
- Verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- Verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then Arnold Lodge School will follow the advice on the GOV.UK website;
- If the person has lived or worked outside the UK, Arnold Lodge School will make further checks that are considered appropriate (see KCSIE 2015) and verify professional qualifications, as appropriate.
- Require staff to make a written declaration that they are not prevented from working with children on the grounds of 'disqualification by association'.

### A DBS certificate

- Will be obtained for the candidate before or as soon as practicable after appointment;
- If the applicant has subscribed to it and gives permission, Arnold Lodge School may undertake an online update check through the DBS Update Service. [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service).

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 12 May 2006; or
- in a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.



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In this situation the school will apply for a barr list separately. However, the school may choose to request an enhanced DBS check with barred list information should there be concerns and bearing in mind the duty we are under not to allow a barred person to work in regulated activity.

Arnold Lodge School may not request an enhanced DBS check with barred list check for anyone working in the school who is not in regulated activity, but may request an enhanced DBS check **without** a barred list check.

## School Directors

Directors are treated on the same basis as other staff. That is, an enhanced DBS check with barred list check should be requested if the director will be engaged in regulated activity.

## All checks will be:

- Confirmed in writing;
- Documented and retained on the personnel file (subject to certain DBS regulations);
- Followed up where they are unsatisfactory or any discrepancies are found.

## In cases where:

- The candidate is found to be on the PoCA List or the DBS shows she / he has been disqualified from working with children by a Court; or
- An applicant has provided false information; or
- There are serious concerns about an applicant's suitability to work with children.
- The facts must be reported to the police and or the DfE Children's safeguarding Operations Unit and DBS. Staff will liaise with the Head Teacher immediately if this should be the case.
- If the school has concerns about any staff member's suitability to work with children, once employed at Arnold Lodge School, the school will carry out all relevant checks as if the person were a new member of staff.
- Similarly, if a person working at the school moves from a post that was not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity will be carried out.

## Post appointment induction

There will be an induction programme for all staff and Directors and other volunteers newly appointed to the school, regardless of experience. This must include an early meeting with the designated teacher for safeguarding children. It is each Head of Faculty's responsibility to ensure that this induction takes place.



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## Recruitment Checklist for all Staff

**Please date and sign when each check was made and record on the SCR**

Name of Staff Member		
Category of Staff		
Check Identity	Method 1	
	Method 2	
Barr List Check		
DBS (give Level B/S/E) Certificate of Good Conduct		
Date DBS Received / Seen & DBS Number		
Overseas Check		
Secretary of State's Prohibition List		
Prohibition from Management Section 128		
'Disqualification by Association' Declaration		
Medical Questionnaire		
Employment start date		
Written references	Last Employer	
	Reference 2	
Reference Request	Known concern re: working with children	
	No material misstatement	
	Reasons left work	
Direct contact with referee to verify reference		
Record of Interview		
Documentary proof of qualifications		
Full Employment History		
Explanations of employment gaps		

Headteacher's  
Signature

Office Manager  
Signature



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<b>File note for Staff starting without completed DBS when disclosure is delayed</b>	
Staff Name	
Date	
<p><i>A short period of work is allow under controlled conditions, at the head's discretion. However, if an enhanced disclosure is delayed, a head may allow the member of staff commence work. In this instance, staff must have clearance from a Barr List check (taken separately from the DBS) and be checked against the prohibition list. If this is not done, the staff member <u>should not be allowed on the premises.</u></i></p>	
<b>Criteria</b>	
Has the member of staff been informed that the appointment is not confirmed until receipt of satisfactory DBS?	
Was the DBS taken out prior to the designated start date?	
Has separate Barr List check undertaken?	
Are appropriate safeguards taken (for example, loose supervision) and put in place?	
Are the safeguards reviewed at least every two weeks (please sign when reviewed)?	Week 1 Review
	Week 2 Review
Has the person in question been informed what these safeguards are?	
Has the Secretary of State's Prohibition List been checked?	
Has a note been added to the SCR in the notes column of the measures put in place?	
Date DBS completed	
<p><b>Notes:</b></p>          	

Signed (member of staff):

Signed (line manager):

Signed (member of staff involved in supervision):