



2-21 Safer Recruitment Policy

Policy

Guildford High School aims to maximise every pupil's potential and recognises the importance of recruiting the best possible staff who share in this aim. It therefore ensures that safer recruitment is practised in vetting the suitability of staff and volunteers to work with pupils. GHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school will:

- Ensure that the best possible staff are recruited on their merits, abilities and suitability to work with children and young people
- Ensure that no job applicant is treated unfairly. Guildford High School is committed to ensuring that the application of the Safer Recruitment Policy (or whatever) is non-discriminatory in line with the UK Equality Act (2010). Further details may be found in the school's Equal Opportunities Policy.
- Ensure a sharp focus on suitability for working in GHS and being involved with children following the recommendations and guidance including the recommendations of the Department for Education and Skills (DCSF) in 'Keeping Children Safe in Education (DfE Sep 2016)' and the code of practice published by the Disclosure and Barring Service.
- Recognise that it is illegal, in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006, for anyone who is barred from regulated activity relating to children to carry out work or intend to carry out work at the school in contravention of any direction made under section 142 of the 2002 Act or any disqualification, prohibition or restriction which takes effect as if contained in such a direction. This also applies to the proprietor of the school (UCST) and members of its Board.
- Ensure all necessary pre-employment checks are made concerning suitability of staff, Local Governing Body and volunteers.
- Ensure that The Single Central Record and employees' individual files are kept up to date by the HR Manager to record the checks made. A monthly print-out of the SCR is reviewed by the Senior Management Team and a record of this is signed and dated by the Headmistress.
- The school will ensure that it keeps up to date with legislation and will develop procedures to comply with any new guidelines.

To achieve these aims all staff involved in recruitment and selection have a clear understanding of the requirements of this policy. The HR Manager is responsible for ensuring that staff are complying with the Safer Recruitment Policy.

This policy applies to all parts of the school, including the EYFS setting. Guildford High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties, including parents and parents of prospective pupils, on the school's website and on request from the School Office. It should be read in conjunction with the following documents:

- United Learning letter on guidance for staff-student relationships
- Child Protection Policy
- Equal Opportunities Policy

This document is reviewed annually by the Local Governing Body, or as events or legislation change requires. The next scheduled date for review is October 2017.

Recruitment and Appointments Procedure

To ensure vigorous selection and vetting of all staff the following recruitment and appointments procedure is followed:

Recruitment Procedure: Application

- A United Learning application form, confidential disclosure form and applicant monitoring form is completed and returned to the HR Manager. In exceptional circumstances or where an agency is used in the recruitment a CV may be accepted. However, the confidential disclosure form and applicant monitoring form will be completed by the successful applicant.
- Applicants are short-listed by SMT (Senior Management Team) and the relevant Head Of Department or Manager and invited to interview.
- At this stage, the HR Manager checks for any gaps in the short-listed applicants' employment or education history. If these need to be followed up at interview, she alerts the interview team.

Interview Process

- A panel interview will take place to assess the applicant's suitability. Each recruitment panel has one member trained in safer recruitment.
- A written record of interview process and its outcome is kept by the HR Manager.
- In the case of volunteers the school will conduct an informal interview and ensure that the school receives no contrary indications from anyone in the school. In line with United Learning recommendations, an announcement is posted on the staff board explaining that if anyone is aware of information that might mean he/she is unsuitable to work with children, they should speak in confidence to the Headmistress or Head of Junior School by a given date. The Director of Sport is responsible for meeting and informally interviewing any peripatetic sports coaches. If she is unavailable, one of the Deputy Heads must stand in for her. The HR Manager and Head Cleaner interview all the cleaners. The Deputy Head (Co-Curricular) meets any peripatetic extra-curricular club providers (other than sports coaches). The Head of the Junior School meets peripatetic staff who are going to be working in the Junior School.

Appointment Procedure: Pre-Employment Checks

Guildford High School makes the following checks on all new members of staff before the start of their employment. The term 'staff' in this procedure applies to all staff including:

- Teaching
- Peripatetic staff
- Sports coaches
- Staff from overseas
- Non-teaching/support staff
- Supply and agency staff
- Voluntary staff (including parents who accompany staff on trips involving overnight stays)
- Pupils employed by the school in an official capacity
- Contractors (including our caterers – we store details of checks carried out on individual employees of Brookwood Catering on our SCR)

These checks are carried out and each is recorded by the HR Manager on the electronic Single Central Record which is maintained by the HR Manager. The HR Manager and the PA to the Headmistress only have access to the SCR. All offers of employment are conditional on the checks listed below, including enhanced DBS checks and satisfactory references and this is made clear to the applicant in their offer letter.

On the rare occasions that Guildford High School uses supply agencies, the HR Manager obtains the evidence that all checks have been carried out by the supply agency and obtains a copy of the DBS certificate. The HR Manager checks the teacher's identity before they start work.

Identity

All applicants must confirm their right to work in the UK at time of interview (name and date of birth) against:

- Their passport or driving licence which must include their photograph
- If an applicant claims to have changed their name, they will be required to provide documentary evidence to support their claim.

The above details are recorded on the Single Central Record by the HR Manager, including the post to which the applicant has been appointed and also the date of appointment. The identity of the person checking the above details is also recorded on the SCR along with the date on which the identity was checked.

Medical Fitness

A signed declaration of medical fitness is submitted to and ratified by the School Doctor after a position has been offered to the applicant. The signed declaration states that the applicant knows no reason, on the ground of physical or mental health why they should not be able to discharge the responsibilities in post. The declaration of medical fitness is recorded on the Single Central Record along with the name of the person verifying and the date on which the check took place. Our medical questionnaires are written in line with the requirements of the UK Equality Act (2010) and therefore only ask questions which are relevant to the job the appointee has been offered. In accordance with EYFS regulations, staff in our EYFS setting are also required to seek medical advice when taking medication to ensure that it does not inhibit their ability to look after pupils in our EYFS setting.

Right to work in the UK

- Checks will be made after a job offer has been accepted to ensure the applicant has permission to work in the UK if they are not a national of a European Economic Area (EEA) Country and this will be a condition of their appointment.
- These details are recorded on the Single Central Record (N/A is entered if not appropriate) and the verifier's name recorded with the date of the check.

Relevant notes from these checks will be recorded on the Single Central Record.

Previous employment history

- Employment history is checked on the application form. Any gaps in employment which do not have clear reasons are raised at interview. The applicant will be notified that any previous employer may be contacted by the school.

Character and Professional References

- The school only accepts references obtained directly from the referee and will not accept testimonials provided by the applicant or open references.
- The school will compare all references with the information on the application form and any discrepancies will be taken up with the applicant.
- All offers of employment will be subject to the receipt of a minimum of 2 satisfactory references, one of which must be from the applicant's current or most recent employer.
- If the current/most recent employment does not involve work with children, then the 2nd referee should be from the employer with whom the applicant most recently worked with children.
- If the applicant is not currently working in a school, the HR Manager will make contact with the school at which the applicant last worked in order to confirm employment details and reasons for leaving.
- All referees will be sent a copy of the job description and asked
 - If they believe the applicant is suitable for the job for which they have applied

- If they have any reason to believe that the applicant is unsuitable for work with children
- Referees of current/previous employment will be asked in addition:
 - To confirm the applicant's dates of employment, salary, job title, reason for leaving, performance and disciplinary record.
 - If the applicant has ever been involved in disciplinary procedures involving issues relating to the safety and welfare of children. These must include any where disciplinary action has expired.
 - If any allegation or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.
- If references are taken over the telephone by the Headmistress, detailed notes are taken and are signed by her and filed in the personnel file.

The identity of the person checking the above details is also recorded on the Single Central Record along with the date in which the identity was checked.

Qualifications

- All applicants offered a position will be informed it is conditional on them confirming educational and professional qualifications referred to in their application and considered necessary by the school. Original certificates must be shown to the HR Manager or a PA who will take a copy for the person's individual file. In cases where a PA checks the documentations, signed and dated copies of qualifications are returned to the HR Manager.

The qualifications are recorded on the Single Central Record (N/A is entered if not appropriate) and the verifier's name recorded with the date of the check.

Enhanced DBS check

An enhanced DBS check is applied for by the HR Manager in respect of all new staff. Requirements for supply staff are made in the section below labelled 'outside agencies'.

- The enhanced DBS check is made as soon as practical after an appointment has been made, but in accordance with the 3-month rule. Enhanced DBS checks must not be obtained more than 3 months before the start date of employment, so with teaching or other staff appointed a number of months before their start date, the HR Manager does not make the application until about 4 months before they start work at Guildford High.
- The HR Manager will pursue enhanced DBS check applications which threaten not to be returned before a start date and will monitor this closely. If, in occasional circumstances, the disclosure has not arrived before the start date of employment, a check must be made against List 99 and an internal risk assessment will be carried out by the HR Manager and signed by the Headmistress. The school recognises that it is *illegal* for anyone to work in a school without first being checked against List 99. The person who is the subject of the risk assessment must sign a copy to acknowledge that they are aware of any restrictions or monitoring. A note is entered on the SCR that the risk assessment has been carried out. When the enhanced DBS check is received and does not raise any matters of concern, the Headmistress will inform the member of staff that they are no longer subject to any restrictions of the risk assessment.
- The applicant will be asked to complete the application for a DBS disclosure online. Once the HR Manager has seen the supporting identification documents, the employer section of the DBS application will be completed and the online form submitted. The HR Manager co-ordinates enhanced DBS checks.
- Any information contained in a disclosure is confidential to the applicant and United Learning; the school is aware that any unauthorised disclosure is a criminal offence under the Police Act 1997 and therefore information will not be disclosed to unauthorised persons. The school's copy is kept secured in a folder in the HR Manager's locked filing cabinet. From 17 June 2013 disclosures are no longer supplied to the school as the employer, only to the applicant. GHS receives notification from the DBS confirming the certificate reference number and whether the certificate contains any information. Only if information is contained will GHS request sight of the applicant's original disclosure certificate. Any DBS check information obtained for applicants who are not appointed is kept securely and then shredded after 6 months.

- The identity of the person checking the enhanced DBS check and the date which the check took place is recorded on the Single Central Record. The enhanced DBS check number and the type (enhanced) are also recorded on the SCR.
- All staff recruited before May 2002 have had enhanced DBS checks, even though this is not strictly required by law, and this has been recorded on the SCR. GHS does not have a policy of renewing enhanced DBS checks unless it feels that there is good reason to do so. However, were the school to carry out more than one enhanced DBS check on a member of staff, a record of the date and reference number of the original enhanced DBS check would be retained in the notes section in the enhanced DBS section of the SCR. This would be to show that the necessary checks had been carried out at the time of first employment.
- To ensure that there have not been changes since the issue of a disclosure certificate, GHS may check the DBS records for applicants who subscribe to the DBS Update Service.

The following people do not require enhanced DBS checks:

- Visitors to the school who have no unsupervised contact with children or brief contact in the presence of a teacher or who visit the site when pupils are not present
- Visitors carrying out repairs or servicing equipment or building/contractors who do not have contact with children
- Volunteers or parents who only accompany staff at specific school events or on one-off day trips and volunteers who are not in regulated activity (ie. supervised and not carrying out personal care duties)
- Existing volunteers continuing with their old duties unless they give cause for concern or have unsupervised contact with children or accompany a school party on an overnight stay
- Secondary school pupils on work experience or students aged 18 or over in normal student capacity

Overseas checks

- Any staff recruited from overseas since 2002 are subject to the following checks and employment is conditional on these being met. Such checks apply to any UK nationals returning to the UK to work at GHS after working in a foreign country. The HR Manager will consult the DBS website www.homeoffice.gov.uk/dbs to ascertain what evidence is available from the country in question
 - An enhanced DBS check from the applicant country of origin
 - A certificate of good guidance from the country of origin
 - Extra references will be requested only where the other country will not provide a certificate of good guidance, and such further checks will be made as the Headmistress considers appropriate, with regard to any guidance issued by the Secretary of State.

The school carries out overseas checks on any staff who have lived or worked abroad for a period of six months or more over the age of 18, unless it deems that there are no grounds to do so and in which case the member of staff must not have lived or worked abroad in the last five years.

List 99/Protection of Children Act List (PoCA)

- It is illegal to employ anyone or use a volunteer in a regulated activity who is barred from working with children.
- All adults working in the school will be cleared through List 99 by the HR Manager. No one will be allowed to work in any capacity in the school who has not first been checked and cleared to work with children through List 99.

Prohibition Orders

From September 2014 checks must also be carried out on all teaching staff to ensure that they are not subject to a current Prohibition Order by the Secretary of State. Our HR Manager is responsible for this and records the outcome of the check on the SCR. We also carry out this check on peripatetic music and sports coaches ie. anyone who has responsibility for independent delivery of teaching.

From August 2015 there is also a Prohibition from Management of Independent Schools check required for proprietors, Senior Management, Senior Leadership, Heads of Department or Subject appointed after this date.

Disqualification by Association

From January 2015 all staff working with children in our EYFS setting at any point in the school day and before/after school, as well as those working with children under 8 in before or after school 'care', and those directly involved in the management of this provision, are subject to an additional check. They must complete a self-declaration form to declare that to the best of their knowledge neither they nor anyone living in their household:

- Is barred from working with children
- has ever been cautioned for, convicted of or charged with certain violent and/or sexual criminal offences against children and/or adults, at home or abroad
- has had other orders made against them relating to their care of children
- has had their registration cancelled in relation to childcare or children's homes or been disqualified from private fostering
- are living in the same household where another person who is disqualified lives

This check also applies to Senior Management as they operate across the whole school, and to all members of staff in the Junior School likely to come into contact with under eights. We take a risk based approach when deciding whether this is likely or not. All Junior School classroom teachers, Teaching Assistants, Junior School based support staff and Junior School Management have to complete these checks.

EEA checks – from September 2016 the requirement to check for information about any sanction or restriction that has been imposed by a regulatory authority in the European Economic Area. The check is relevant for teaching posts where the applicant has taught in the EEA. The check is performed by using the NCTL teacher services system and at GHS applies to those who have taught in the EEA since January 2016 (sanctions and restrictions only displayed from this period).

Confidentiality and Record

The school respects the confidentiality of, and stores securely, locked in the Headmistress's Office, the details of and any document relating to the above checks on staff. On written request to the Headmistress, Guildford High School, will allow access to these documents only to the person who is the subject of the evidence, the Chief inspector, the Secretary of State or any authorised person conducting an inspection under section 162A of the Education Act (2002). Guildford High School retains these documents for 6 years to aid with the writing of references or in case any legal process requires them.

Non-Suitability

- It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position in the school. If the school receives an application from a disqualified person or has serious concerns about an applicant's suitability to work with children, the Headmistress will report the matter to the DBS, Police and via the DCSF Children's Safeguarding Operations Unit to the Secretary of State.
- Any false information supplied by the applicant in, or in support of their application will be considered and where necessary reported.

Guildford High School has a legal duty to report to the Disclosure and Barring Service (DBS) details of anyone whom they refuse to employ on the basis that they believe them to be unsuitable to work with children. Anyone dismissed from GHS (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children will be reported to the relevant authorities. Details are set out in our Child Protection Policy.

Appointment of Members of the Local Governing Body and UCST Governing Body

Checks on suitability are made by the school on new members of the Local Governing Body and their appointment to the body is conditional on the checks being met. Where listed the procedure is the same as any member of staff. The checks are carried out by the HR Manager and an entry is made on the school's SCR. The LGB does not have direct contact with pupils. However the following checks are made:

- Enhanced DBS Check and List 99
- Check on identity
- Check on right to work in the UK
- Further checks if the applicant lives or has lived outside the UK
- References
- Prohibition from management checks

As with staff, for members of the LGB, the above information will be recorded on the Single Central Record and the name of the person verifying the documentation and the date of their check recorded.

The Chair of the UCST Board (GHS governing body) is subject to an enhanced DBS check counter-signed by the Secretary of State. The UCST Central Office is responsible for the checks and records of all UCST Board members and Central Office employees who visit or work in the school from time to time. Details of these checks are entered into the SCR held by UCST Central Office. Central Office employees carry identity badges when visiting or working in schools which state their enhanced DBS check number.

Documents given to all staff

All staff are given a copy of Part I of *KCSIE* and Annexe A as well as the school's Child Protection Policy and Student-Staff Relationships Letter. They sign to confirm they have read and received these documents. Any member of staff with access to IT services must also sign the ICT Acceptable Use Policy. On an annual basis all staff have to confirm that they know of no reason why they should not work with children and must also confirm that they know where to access all relevant policies.

Induction Training

Once a member of staff starts work, within 7 days they must receive training in Child Protection. This is carried out either by the Headmistress as DSL (Designated Safeguarding Lead) or one of the Deputy DSLs. Staff sign to confirm they have received this training and a record is made on the Single Central Record. Staff also receive training in Health & Safety.

Pre- Employment Checks for Supply Teachers/Outside Agency Checks

Guildford High School only uses teachers from supply agencies on rare occasions.

Guildford High School recognises the need to ensure the suitability of any person using the school site or working externally with Guildford High School pupils on activities organised by the school. When using external contractors or organisations, the school requests confirmation from the company concerned that all the necessary suitability checks have been made on their staff. An entry for the company is then made in the SCR. If a company fails to confirm that all the necessary checks have been made before working on site and/or with Guildford High School pupils, the school will suspend use of its services.

ID checks are made on arrival at the school. Brookwood Catering do their own ID checks on arrival at the school of a supply worker.

Existing Members of Staff

The 'Pre-Employment' checks will also be made against existing members of staff appointed before 1st May 2007, who cause concern over their suitability to work with children or take up a new post involving greater responsibility for children. The results will be recorded on the Single Central Record.

Staff appointed from 1st September 2003 will have been checked to confirm medical fitness, previous employment history, character and professional references. From September 2013, those staff in our EYFS setting have also been asked to confirm that they are not taking medication likely to impair their ability to carry out their duties. This is in addition to the checks already made which include an enhanced DBS check disclosure and List 99 checks. Staff appointed before 1st March 2002 will have List 99 check,

but the school has also carried out a programme of enhanced DBS checks on all staff appointed before this date. All information will be recorded on the Single Central Record by the HR Manager.

Procedure for Leavers

Any member of staff, supply staff, trainee or person employed by the school or contracted by the school, or any volunteer or pupil who is dismissed, their contract not renewed, or expelled because they are no longer considered suitable to work with children, will be reported by the Headmistress within one month of their leaving, to the DBS, PO Box 110, Liverpool, L69 3EF.

- The Headmistress's report will include as much detail of the case as possible. This also includes any individual who leaves the school whilst under an investigation over suitability to work with children.
- DfE Census forms are completed by the Director of Studies who returns the completed documentation to the DfE. All forms are copied and retained by the PA to the Headmistress.

Training

The following staff are trained in safer recruitment and one of them will always be on the interview panel:

- Fiona Boulton – Headmistress
- Will Saunders – Deputy Head
- Mike Gibb – Head of Junior School
- Susie Mooney – Human Resources

Child protection risk assessments (CPRA)

On the rare occasion an enhanced DBS check does not arrive before a member of staff's start date, the HR Manager will alert the staff member and the Headmistress and put in place a special risk assessment. A letter signed by the Headmistress must be given to the employee and their line manager:

- a) Explaining the reason for the CPRA
- b) Drawing attention to the school's Child Protection policy and to the advice about conduct contained in the United Learning Staff-Student Relationships letter
- c) Clearly listing any restrictions in place temporarily (e.g. no one-to-one coaching or accompanying residential visits)
- d) Explaining how the situation will be monitored (every fortnight), including the name of the person monitoring.

A copy of this letter must be signed by the person concerned and held in their personnel file. When the clear enhanced DBS check comes through, the member of staff must be informed in writing that the restrictions on their work have been lifted and their line manager must also be informed. This letter must also be held in their personnel file.

Review: Effective implementation of the Safer Recruitment policy is reviewed annually by the Local Governing Body on behalf of the UCST board as part of their review of Child Protection Policies. The date of the next review is October 2017.