




Safer Recruitment Policy

2022-2023

This policy applies to the whole school, including the EYFS.

This policy is reviewed annually	
Signed (Headteacher):	
Date of Review:	August 2022
Next Review Date:	August 2023

Introduction and rationale

Read Academy aims to create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children. This policy describes in detail those checks that are, or may be, required for any individual working in any capacity at, or visiting, the school. The Proprietors and the Head will act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks together with references and interview information.

This policy adheres to Keeping Children Safe In Education September 2022

The purpose of this policy is to set out clearly the essential components in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community. It aims to ensure both safe and fair recruitment and selection of all staff and volunteers.

Read Academy aims to:

- attract the best possible applicants to vacancies;
- ensure that all applicants are considered equally and consistently;
- ensure that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

Statutory requirements

We comply with all statutory requirements in the appointment of staff and implement all relevant updates from statutory agencies including guidance published by the Department for Education (DfE), Keeping Children Safe in Education (September 2022 KCSiE), Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 (Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people by carrying out all the necessary pre-employment checks.

Data Protection

The school is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the school to enable the school to carry out the checks that are applicable to their role. The school will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the school not being able to meet its employment, safeguarding or legal obligations.

Equal Opportunities

Read Academy is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity. Our recruitment and selection processes are applied fairly and consistently to all persons applying for positions within our school.

Recruitment and selection procedure

Inviting applications

- Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

Read Academy is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced criminal records check (DBS checks).

- Prospective applicants will be supplied, as a minimum, with the following:
 - o Job Description and Person Specification;
 - o Background Information and details of the post and selection procedure;
 - o An Application Form

Short-listing and references

- Short-listing of candidates will be against the person specification for the post.
- Where possible, references will be sought on all short-listed candidates including internal ones before interview, and scrutinised so that any issues of concern raised can be explored further with the referee, and taken up with the candidate at interview.
- References will be sought directly from the referee inviting them to use the School Reference Request Form. References or testimonials provided by the candidate will never be accepted.
- The school will always ask about previous employment history and check that information is not contradictory or incomplete. If a candidate for a teaching post is not currently employed as a teacher, the school will, where possible, check with the school, college or local authority at which the candidate has been most recently employed, to confirm details of their employment and their reasons for leaving. If there are any periods in the application that are not accounted for, for example, periods of time spent raising family, or extended travel, details should be given on the application form.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- On receipt of the references, they will be checked to ensure that all specific questions have been answered satisfactorily.
- The referee will be contacted to provide further clarification as appropriate: for example, if the answers are vague. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate. A detailed written note will be kept of such exchanges.

- Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks referred to previously).
- Referees will always be asked specific questions about:
 - o the candidate's suitability for working with children and young people;
 - o any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - o the candidate's suitability for this post.
- School employees are entitled to see and receive, if requested, copies of their employment references.
- An online search is undertaken to check suitability for working with children;

The selection process

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage, but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- Under section 60 of the Equality Act, the School will only ask health-related questions of applicants before the appointment is offered if the questions are specifically related to an intrinsic function of the work.
- Candidates will always be required:
 - o to explain satisfactorily any gaps in employment;
 - o to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - o to declare any information that is likely to appear on a DBS check;
 - o to demonstrate their capacity to safeguard and protect the welfare of children and young people.
 - o to declare any reason why they may be disqualified by association.
- It is the school's policy that at least one person on the appointment panel will have undertaken safer recruitment training.

Appointment

- An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks.
- A candidate's identity will be verified by photographic ID and proof of address except where, for exceptional reasons, none is available.
- An offer letter will be written and upon receipt of acceptance and confirmation of the satisfactory completion of pre-employment checks a contract will be issued.
- An offer of employment will be conditional on the agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment.

Employment checks

- All successful applicants are required:
 - o to provide proof of identity
 - o to complete an enhanced DBS disclosure application and receive satisfactory clearance

- o to provide actual certificates of qualifications, not copies.
- o to confirm they are medically and mentally fit to carry out the role
- o to provide proof of eligibility to live and work in the UK

- The school must receive two references (one of which must be from the applicant's most recent employer) which the school considers to be satisfactory. The school will follow up one reference by phone call.
- The school will obtain a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity and will obtain a separate barred list check, if an individual is due to start work in regulated activity before the DBS certificate is available.
- The school will 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. The school will also check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State
- The school will verify the person's right to work in the UK. Where a candidate has lived or worked outside the UK, the School will make any further checks considered appropriate. Therefore, for candidates from overseas from the EEA who will be carrying out 'teaching work' the school will check they are not subject to a sanction or restriction imposed by another EEA professional regulating authority for teachers. The check will be carried out using the NCTL Teacher Services system.
- The school will require the successful candidate to provide original copies of their qualifications usually A Level, Degree and Teaching Qualifications, as appropriate. The successful candidate must show the DBS certificate to the school before they take up post or as soon as practicable afterwards. The school may ask necessary health questions after the appointment has been offered, ensuring that health-related questions are necessary and relevant to the specific role. This would not include asking for information about previous sickness absences.
- Regarding the DBS Update Service in which an individual can join the DBS Update Service at the point an application for a new DBS check, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue. Before using the Update Service, the School will:

- o obtain consent from the applicant to do so;
- o confirm the certificate matches the individual's identity; and
- o examine 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.

- The school can then subsequently carry out a free online check. This would identify whether there has been any change to the information recorded, since the initial certificate was issued and advise whether the individual should apply for a new certificate. Individuals will be able to see a full list of those organisations that have carried out a status check on their account. Further information about the update service can be found at GOV.UK.

Retention of applications

If an applicant is appointed, the school will retain any relevant information provided on his / her application form on his / her personnel file. If the application is unsuccessful, subject to consent from the applicant, all documentation relating to the application will be held for a maximum of six month before being confidentially destroyed.

Starting work pending receipt of the DBS disclosure

If there is a delay in receiving a DBS disclosure the Head has discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other appropriate checks have been completed and once appropriate supervision has been put in place. A risk assessment will be completed by the School's DSL and reviewed fortnightly until the DBS disclosure is received.

Medical Fitness

The school is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed. All applicants to whom an offer is made must have completed a Health Questionnaire. The school will review the completed questionnaire against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. timetable, extra-curricular activities, layout etc. If the School has any doubts about an applicant's fitness they will consider reasonable adjustments in consultation with the applicant.

Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role.

Records of Checks and the Single Central Register (SCR)

An individual checklist will be completed for all staff employed at Read Academy or those attending school on a regular basis (see attached).

In addition to the various staff records kept in schools and on individual personnel files, a register of recruitment and vetting checks is kept in accordance with ISI requirements. This is updated on a regular basis as and when required. Mr Gulam Abbas Hussain, The Headteacher, is responsible for keeping this register. The SCR can be in paper or electronic format.

The SCR will contain details of checks on staff who are working within the school environment at the current time:

- For independent schools, all members of the proprietorial body.
- The SDL Governing body
- All staff (including supply staff) who work at the school;
- All others who work in regular contact with children in the school, including volunteers and / or trainees working in regulated activity;

Generally, the information recorded in the SCR concerns whether or not the following checks have been carried out or certificates obtained, the date on which the checks were completed and by whom:

- Identity check;
- Barred List check;
- Enhanced DBS check (or DBS Status check);
- Prohibition from teaching check;

- Prohibition from management check (if applicable & for appointments after August 2015, also for staff promoted internally);
- Disqualification self-declaration (if applicable, relating to staff working in the Early Years and those involved in the care of children under the age of eight, or directly concerned in its management);
- Overseas checks (and for appointments from September 2016 an additional EEA check if relevant);
Professional qualifications; and
- Right to work in the UK.

Copies of the above documents are kept in a personnel file.

Although not required to be recorded on the SCR, it also contains checks of employment history (eg. application form/CV), references, medical fitness declaration and disqualification from childcare (where applicable).

The record of checks will be kept up to date and be readily available for school inspections as required.

Identity checks are made against official documents such as a passport (which will also verify permission to work in the UK), driving licence or a birth certificate.

The individual proprietors who make up the trustee body and the senior development leaders governing body are checked as per the arrangements for staff appointments. Since May 2007, recruitment checks on proprietors include Barred List check, enhanced disclosure, identity, overseas (where appropriate) and right to work in the UK. Since September 2012, it is no longer possible to undertake Barred List checks for new appointments.

Our Head, SMT and those involved in teaching positions with departmental headship would already have been checked against 'prohibition from teaching'. All relevant information is recorded on the SCR.

Upon leaving the school, the data for anyone included on the SCR is removed at the end of that academic year and archived into a 'leavers' tab. This information is retained for a minimum period of 3 years.

Contractors and agency staff

The school must complete the same checks for contractors (and their employees) undertaking regulated activity at the school as it does for its own employees. The school requires written confirmation from the contractor that it has completed these checks on all of those individuals whom it intends will work at the school before any such individual can commence work at the school.

Agencies who supply staff to the school must also complete the pre-employment checks which the school would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the school.

The school will independently verify the identity of individuals supplied by contractors or an agency and requires the provision of the DBS disclosure certificate before those individuals can commence work at the school.

Volunteers

The school will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at the school.

The school will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the school has deemed appropriate to supervise and ensure the safety of those pupils in their care.

Under no circumstance will the school permit an unchecked volunteer to have unsupervised contact with pupils.

In addition, the school will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to) the following:

- formal or informal information provided by staff, parents and other volunteers
- character references from the volunteer's place of work or any other relevant source
- an informal safer recruitment interview
- the completion of a Volunteer Application Form

Induction

- All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- Regular meetings will be held during the first 12 months of employment between the new employee(s) and the appropriate line manager(s).

Whistleblowing

All staff are trained so that they understand they are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with the school's policies (including the Whistleblowing Policy, the Safeguarding Policy and the Staff Code of Conduct).

Referrals to the DBS and Teaching Regulation Agency

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the school also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the school despite being barred from working with children; or
- has been removed by the school from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the school may also decide to make a referral to the Teaching Regulation Agency.

Linked documents

- *Keeping Children Safe in Education September 2022*
- Safeguarding and Child Protection Policy

Monitoring and review

Our SDL Governing Body acknowledges their responsibility to ensure that this policy is effectively implemented and meets all current regulatory requirements.

This policy is reviewed annually; however, it may be amended earlier if legislation or our school procedures change.

This policy is monitored by the Headteacher, including staff turnover and reasons for staff leaving.

READ ACADEMY STAFF CHECKLIST

Name

Position

Start date

	Date checked	Checker's I	Checker's initials
Application form / CV			
Offer letter / Contract			
ID check			
Proof of address			
Reference 1			
Reference 2			
Right to work in the UK			
Overseas check (if relevant)			
Prohibition order checks (if relevant) Teaching / Management / EEA			
Disqualification self-declaration (if applicable)			
Qualifications (list all below)			
Barred List check			
DBS check			
Statement of Medical Fitness			
Online Search Google; Facebook; You Tube; Tiktok; Instagram			

GENERAL:

Safeguarding courses attended within last 3 years: _____

First Aid courses attended within last 3 years: _____

Induction carried out (date and initials): _____

Checked by Head (date and initials): _____

List of possible questions to ask during interview, prompts & notes:

INTERVIEWER TO MAKE NOTES USING SPACE PROVIDED OR ON A SEPARATE PAGE IF NECESSARY. RECORD OUTCOME OF THE INTERVIEW.

GENERAL:

1. Refer to the application form and discuss relevant aspects of employment/studies. Make an assessment of the candidate's suitability for the role and their ability to meet the job description & person specification.
 2. How do you feel your experience and training qualify you for this role?
 3. Tell us about yourself. What sort of person do you perceive yourself to be? How do others see you? What are your particular strengths?
 4. Tell us something about how you manage and organise your time.
 5. What are the areas you feel you need to develop in? How are you planning to go about improving these areas? What would you like to do to improve your skills?
 6. What is the most important virtue for young children to develop?
 7. At the end of an academic year, how would you measure your success, ie. what goals do you hope to have achieved?
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TEACHERS:

1. Why did you choose a career in teaching?
 2. What qualities do you admire most in good teachers?
 3. What are the most important skills in classroom organisation and delivery of the curriculum?
 4. How would you cope with differentiation, including provision for children with learning difficulties and those who are gifted & talented?
 5. If you were offered a curriculum responsibility, what would it be and how would you raise standards in that subject throughout our school?
 6. Which areas of the curriculum would you require more training in?
 7. What do you feel are the most important principles in managing children's behaviour?
 8. Have you had an experience of dealing with difficult behaviour and how did you handle it? If not, how would you manage this type of situation?
 9. How would you describe your ideal relationship between parents & teachers?
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ETHOS:

1. Outline the ethos of the school.
2. What do you understand by 'parents as first educators' of their children? (teachers only)
3. In your view, how would our particular ethos impact on the academic curriculum? (teachers only)
4. In what way do you feel that you could contribute to the Islamic ethos of the school?

SAFEGUARDING (ask a selection):

1. What attracted you to this post / our school?
2. What motivates you to work with young people?

3. How in your work or life so far have you tried to ensure that children are protected?
4. What procedures do you think need to be in place to safeguard children? If appointed how do you see your role in ensuring the safety of all children?
5. Do you think your childhood may have influenced your practice with children and, if so, how?
6. What safeguarding training have you received in the past 12 months?
7. Have you had 'Prevent' training, and what are your views regarding extremism and the promotion of British values? (rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs)

PROMPTS:

1. Explore any gaps or frequent changes in employment.
2. Discuss reasons for leaving previous employment.
3. Investigate discrepancies.
4. Raise any queries from any references already received.
5. Ask 'closed' questions to establish facts (eg. do you....?), and 'open' questions to establish opinions (eg. what do you feel about....?)

NEXT STEPS:

Any offers made will be subject to satisfactory DBS & reference checks. For all teaching posts, successful applicants will also undergo a lesson observation. Prior to their start date, candidates are required to attend an induction and bring original documentation so that copies can be made (eg. qualifications, photographic identity, proof of address etc.)

Outcome of interview: _____