



Oswald Road Primary School

Safer Recruitment Policy

Governing Body ratified this policy: January 2022
To be reviewed in 1 year: January 2023

Headteacher: Deborah Howard
Chair of Governors : Peter Martin

SAFER RECRUITMENT POLICY

Oswald Road Primary School		
The Headteacher who has ultimate responsibility for safeguarding is Deborah Howard		
In their absence, the authorised member of staff is Deputy Headteacher, Donna Wealleans		
KEY SCHOOL STAFF & ROLES		
Include any additional Deputy DSLs and any others with responsibility for safer recruitment e.g. Administrator of the single central record as applicable		
Name	Role	Location and/or Contact Phone Number
Helen Woolf	DSP Trained Staff	0161 882 4266
Amanda Clifton	DSP Trained Staff	0161 882 4266
Ellie Linton	Recruitment Lead	0161 882 4266
Craig Taylor	Administrator of SCR Recruitment Lead in EL's absence	0161 882 4266

KEY SCHOOL GOVERNORS		
Name	Role	Contact Phone Number/Email
Peter Martin	Chair of Governors	Pm.governor@oswaldroad.manchester.sch.uk
Yogita Patel	Safeguarding Lead Governor	Yp.governors@oswaldroad.manchester.sch.uk

CHILD PROTECTION AND SAFEGUARDING PROCEDURE

Our procedure if there is a concern about child welfare or safeguarding is:

1. Member of staff or volunteer will be expected to discuss their concerns with one of the designated safeguarding leads as soon as practicable and a decision will be made to submit a request for further support or conduct an Early Help Assessment.
2. Staff are able to obtain advice from the below external agencies prior to submitting the request for support.

Children's Services Advice & Guidance Helpline/Referrals: 0161 234 5001
 Early Help Hubs: North 0161 234 1973, Central 0161 234 1975, South 0161 234 1977
 National Society for the Prevention of Cruelty to Children (NSPCC): 0808 800 5000
 Local Authority (LA) Safeguarding in Education Team: 0161 245 7171

MANAGING ALLEGATIONS PROCEDURE

Our procedure if there is an allegation that an adult working or volunteering with children has harmed a child or that a child is at risk from an adult working or volunteering with children is:

- The person who has received an allegation, or witnessed an event will immediately inform the Headteacher (or the Chair of Governors if the allegation is against the Headteacher) and make a record which will include time, date, place of incident, persons present, what was witnessed, what was said etc; this should then be signed and dated. If the Headteacher is unavailable, one of the two Deputies should be informed.
- The Headteacher (or Deputies if she is unavailable) where appropriate will take steps to secure the immediate safety of children and urgent medical needs.
- The LADO will be contacted for guidance on next steps
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children. Advice will be taken as needed.
- The Headteacher (or Deputies) may need to clarify any information regarding the allegation with pupils and/or staff; initial accounts/statements may be taken. The Head and Deputies both have printed guidance on this to follow
- Photos will not be taken. If requested, then the school will ask the LADO to advise on who can come and take the photos.

Head Teacher: Deborah Howard

Chair of Governors: Peter Martin

LADO (sometimes referred to as the Designated Officer or DOLA): 0161 234 1214

NSPCC Whistleblowing Helpline: 08000 280 285

WHISTLEBLOWING PROCEDURE

Our Whistleblowing procedure if staff and volunteers are aware of poor or unsafe practice, a breach of the code of conduct, and or potential failings in our safeguarding regime internally or externally:

The School hopes that in many cases, employees will be able to raise any concerns with their line manager. Together, they may be able to agree a way of resolving a concern quickly and effectively. However, where the matter is more serious, or an employee feels that their Line Manager has not addressed the concern properly or their line manager is not the most appropriate person then employees should raise the concern directly with the Headteacher or a member of the Senior Leadership Team.

If the concern relates to the Headteacher the matter should be raised with the Chair of Governors. In the event both the Headteacher and the Chair of Governors are the subject of the concern, the complaint must be made in writing to the HR Director, One Education.

Any concerns should be expressed in writing, setting out the following information:

- Who the allegations are against;
- The background;
- Full details on the nature of the alleged wrongdoing and why the member of staff is particularly concerned about the allegation;
- Details of any evidence in support of the allegation;
- Name and contact details (unless they wish to remain anonymous); and reasons why the concern should be taken forward.

If an employee does not feel able to put the concern in writing initially, he or she should be allowed to telephone or meet the Headteacher or a member of the Senior

Leadership Team who will make a note of the concern and will explain the next steps in the process.

Head Teacher*: Deborah Howard

Chair of Governors: Peter Martin

NSPCC Whistleblowing Helpline: 08000 280 285

Recruitment and selection process

The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our Safeguarding policy

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list

- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information
- Sign a declaration confirming the information they have provided is true

Seeking references and checking employment history

We will always aim to obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based but not the Headteacher, relevant questions will be asked.
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Electronic references will be verified for authenticity, this may include:

- checking referee contact details against those listed on the organisation's website
- only accepting professional email addresses
- telephone contact
- checking Companies House.

Interview and selection

INVITATION TO INTERVIEW

Candidates called to interview will receive:

- a letter confirming the interview and details of the selection techniques
- a request to bring the required proof of identification, including photo ID, that will be needed for an ID check as part of the DBS application process should they be offered the post
- a request to bring original certificates of any qualifications required for the post
- details of the interview day including details of the panel members
- details of any tasks to be undertaken as part of the interview process
- the opportunity to ask any questions and or seek clarification about the selection process prior to the interview

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the post but all vacancies will require a planned and formal interview of short-listed candidates. To allow the best opportunity to assess a candidate's suitability for the role, a range of selection tools may be used in addition to an interview. This may include:

- lesson observations
- opportunities to assess the candidate's interaction with staff and children
- presentations
- role play
- group exercises
- written exercises
- aptitude/ability tests
- personality questionnaires.

Interviews will always be face-to-face or in exceptional circumstances (eg, during the Covid-19 pandemic when visitors to school are restricted), conducted via the use of technology e.g. Skype, Zoom. Interviews will include pre-planned questions and always include a child safeguarding question.

Written notes will be taken by the panel to record the questions asked and responses given by candidates.

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

7.6 Candidates will be required to:

- explain any gaps in employment
- explain satisfactorily any anomalies or discrepancies in the information available to the panel
- declare and explain any information that is likely to appear on the DBS disclosure
- demonstrate their ability to safeguard and protect the welfare of children and young people.

Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken

- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
 - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
 - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked

Schools with pupils aged under 8 add: We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought. This is done by Enhanced DBS checks including Barred List and added to our Central Record.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

Schools with pupils aged under 8 add: For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to

ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

These are provided to us, checked and added to our central record.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

Schools with pupils aged under 8 add: In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. These are provided to us, checked and added to our central record.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

Schools with pupils aged under 8 add:

- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought. This is done by Enhanced DBS checks including Barred List and added to our central record.

Governors

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Safer Recruit Training

At least one member of the Selection and Recruitment Panel will have successfully completed training in 'Safer Recruitment'

If there are other members of the panel who have not yet completed safer recruitment training, it will be the responsibility of the trained panel member to brief the panel on the principles and requirements of safer recruitment practice prior to the process commencing.

Effective and safe recruitment can be a lengthy process, sufficient time and resource will be allocated to ensure safer recruitment practice is fully implemented.

RECORDS & INFORMATION SHARING

Interview notes will be retained for a period of 6 months after the interview and then destroyed, unless a complaint has been lodged about the recruitment process. In this case, notes will be retained as long as is necessary in order to fully investigate and resolve.

Notes of the interview with the successful candidate will be placed in the personnel file and stored for the duration of the employment and afterwards in accordance with our retention policy (Appendix 10, Guidance for Retention Periods from IRMS)

With the exception of the DBS Certificate, copies of documents used to verify the

successful candidate's identity, evidence of their right to work in the UK and required qualifications will be retained in their personnel file.

We will not retain copies of DBS certificates for more than 6 months.

Evidence of all checks will be recorded in our Single Central Record.

We maintain a Single Central Record in electronic form in accordance with KCSIE

Induction:

All staff have access to school's induction process. Relevant policies and procedures are shared and signed for. The School Business Manager oversees a checklist with school's procedures.