

January 2019 v2

## Safer Recruitment Policy



The New Beacon  
Brittains Lane  
Sevenoaks  
Kent TN13 2PB

### **30 Safer Recruitment Policy**

*This policy should be read in conjunction with the Safeguarding Policy, the Code of Conduct for Staff, the Equal Opportunities Policy, the Previous Criminal Convictions Policy, and the Disclosure Policy.*

The New Beacon has a culture of safer recruitment, and follows robust procedures that help deter, reject or identify people who might abuse children.

The School follows the DfE guidance, Keeping Children Safe in Education 2018, and the Independent School Standards Regulations, for the safer recruitment and employment of staff who work with children, volunteers, staff of contractors, supply staff, and other individuals that are not school staff, e.g. visiting activity leaders, parent helpers.

Mrs Theresa Ells (DSL and i/c single central register), and Mrs Alison Harrison (registrar), have overall responsibility for safer recruitment. They, the Headmaster, and the Deputy Head/DSL, Mrs Y Buchanan-Dunlop, are all trained in safer recruitment.

Checks are made, using the TRA (Teaching Regulation Agency) Teacher Services, to ensure that anyone employed in teaching work is not subject to a prohibition order. All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, are also checked with the TRA Teacher Services, and the Disclosure and Barring Service (DBS) before starting work. All staff engaging in regulated activity will require an enhanced DBS certificate and a barred list check.

All Governors, volunteer helpers, contractors working regularly during term-time, such as contract catering staff, and adult members of the families of members of staff who live on site, are also vetted according to ISI and KCSIE regulations and will require an enhanced DBS certificate.

For applicants for management positions, checks will be made for the existence of directions made by the Secretary of State under s.128 of the Education and Skills Act 2008, barring individuals from taking part in the management of an independent school. The s.128 directions will show up in the checks made with the DBS and the TRA (Teaching Regulation Agency) Teacher Services.

**Checks for individuals who have been overseas:** Individuals who have lived or worked outside the UK undergo the same checks. In addition a further check is made for information about any teacher sanction or restriction that an European Economic Area professional regulating authority has imposed, using the TRA Teacher Services system. An overseas criminal record certificate is required from any country where the applicant has worked for 12 months or more in the 10 years prior to their application. The School uses the

certificate obtained in the immigration process to satisfy the KCSIE 2018 requirement to make any further checks they think appropriate on individuals who have lived or worked outside the UK so that any relevant events that occurred outside the UK can be considered.

## **Procedure for appointment of new staff, governors and volunteers**

### **Job Advertisements**

Job advertisements include the wording *‘The New Beacon is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check, and a check through the TRA (Teaching Regulation Agency) Teacher Services.’*

### **Job Applications**

Applicants will receive the job specification, the pro-forma application form, and the School’s Safeguarding Policy, the Staff Code of Conduct, the Equal Opportunities Policy, the Previous Criminal Convictions Policy, and the Disclosure Policy.

Applicants must complete the New Beacon application form for sake of uniformity. They may also provide a CV if they wish.

### **Pro-Forma Job Application Form**

The pro-forma job application form requires the following details:

- Full identifying details of the applicant including current and former names, date of birth, current address, and National Insurance Number
- A statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award
- A full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training, and reasons for leaving employment
- A statement of the personal qualities and experience that the applicant believes are relevant to his or her suitability for the post advertised and how s/he meets the person specification.

The application form is also to include an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all unspent convictions, cautions and bindovers must be declared. It also requires a signed statement that the person is not disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. TRA (Teacher Regulation Agency) , and either has no unspent

convictions, cautions, or bindovers, or has attached details of their record in a sealed envelope marked confidential.

## **References**

A pro-forma reference form is sent to 3 referees in advance of the interview date.

Referees should be senior people with appropriate authority. References will not be accepted from relatives or from people writing solely in the capacity of friends.

One referee should be the applicant's current or most recent employer, who will be asked to provide the dates of employment, which will be checked against the information provided by the candidate.

If there is no current employer, verification of the most recent period of employment and reasons for leaving will be obtained.

Where an applicant who is not currently working with children has done so in the past, a reference will be obtained from the employer by whom the person was most recently employed in work with children.

Referees are required to state whether applicants are suitable to work with children. Referees may send an accompanying letter in addition to the pro forma form, but not instead.

The previous employer is contacted by telephone to facilitate an opportunity to give information that would not be given in writing. Additional phone calls are made to other referees or previous employees if there is any doubt, e.g. if vague or insufficient information is provided.

References should not include cases in which an allegation was proven to be false, unsubstantiated or malicious.

The references will be scrutinised and any concerns resolved satisfactorily before an appointment is made.

This includes internal candidates.

Checks will be made by the School to verify that any electronic references originate from a legitimate source.

## **Procedure in School**

- All applications are scrutinised to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies; and to identify any gaps in employment. Incomplete applications, or applications not made on the pro-forma form, are not accepted and are returned for completion. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work, will be explored and verified. All candidates are assessed equally against the criteria contained in the person specification without exception or variation.
- The DfE requires the school to retain copies of documentation of identity / right to work / qualifications. Copies of DBS certificates should not be retained for longer than 6 months.

## **Interview**

- Candidates are interviewed by at least two persons (together), in the case of applicants for teaching posts, usually the Headmaster and the Deputy Head, who has completed safer recruitment training. The candidate will also be invited to teach and their lesson and attitude towards children will be assessed.
- Gaps in the CV are investigated at interview by the Head and SMT members. Reasons for leaving jobs must be given satisfactory explanations.

## **Pre-appointment checks**

- An offer of appointment is conditional on satisfactory completion of pre-employment checks:
- Verification of identity
- An enhanced DBS certificate (including barred list information for those in regulated activity)
- A separate barred list check if an individual will start work in regulated activity before the DBS certificate arrives
- Verification that the candidate is not subject to a prohibition order issued by the Secretary of State (or by the GTCE before 2012)
- Verification of the candidate's mental and physical fitness to carry out their work and responsibilities (relevant questions to be asked at interview)
- Verification of the person's right to work in the UK
- Further checks for a person who has lived or worked outside the UK (see checks for individuals who have worked overseas, above)
- Verification of professional qualifications
- Verification that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State
- Confirmation of having read the Safeguarding Policy, the Code of Conduct for Staff, and the Responsible Computer and Internet Use Policy.

A contract will be offered on condition of successful completion of the above. These procedures apply to everyone joining New Beacon in any capacity, including teachers, volunteers, coaches, assistants etc.

These procedures also apply to internal candidates who apply for management positions.

If the DBS disclosure is delayed, the School may allow the member of staff can begin to work in regulated

activity but should ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

Records of the latter will be stored on the Single Central Register.

Any member of staff who will be working in the boarding house may not begin work (other than under direct supervision by the boarding staff) until the DBS disclosure is received by the School.

- After accepting the post, candidates must bring to the Registrar:

- i) documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc).*
- ii) full birth certificate*
- iii) passport*
- iv) current driving licence*
- v) change of name documentation, if applicable*
- vi) details of any addresses other than the current, lived in within the last five years*
- vii) current (within 3 months) financial statement or utilities bill to confirm applicant's address*
- viii) proof of entitlement to work and reside in UK (where the candidate is not a citizen of a country within the European Economic Area or Switzerland)*

## **New employees**

- Before arrival at New Beacon, the successful candidate will complete a form to confirm knowledge and understanding of KCSIE part 1 and Annex A, the School's safeguarding policy, and the School's full safeguarding training powerpoint.
- All teachers new to the school follow a carefully monitored programme of Induction and Mentoring. This is administered by Assistant Head (admin) for teachers in the Middle and Senior School, and by the Head of Junior School for teachers in the Pre-Prep and Junior School.
- All new staff are required to sign a Contract of Employment and are required to complete a probationary period. For teaching staff this is one year. For support staff this is 3 months.
- If the probationary period is completed satisfactorily, the employee's appointment will be confirmed in writing by the Headmaster.

## **Existing staff**

If the School has concerns about an existing staff member's suitability to work with children, the School will carry out all relevant checks as if the person were a new member of staff. If a person moves from a non-regulated activity post to a regulated activity post, the relevant checks listed above will be carried out, including all required pre-appointment checks.

## **Supply Teachers**

Checks are made with the supply agency that the above required checks have been carried out.

The supply agency must provide written notification that all appropriate safeguarding checks have been made before a supplied person can commence work at The New Beacon. The single central register must show that all these checks have been carried out and, in addition, that the school has carried out its own identity checks. The school must also receive a copy of the DBS disclosure in cases where it contains information. The DBS disclosure must have been made less than 3 months prior to the commencement of employment at the school.

## **Public Sector Staff**

Individuals such as psychologists, nurses, dentists and other public sector staff will have been checked by their employing organisation. It is not necessary for the School to see their DBS disclosure as appropriate checks will have been carried out.

The School will check the person's identity when the individual arrives at the School and signs in.

### **Staff and volunteers not in regulated activity**

- A risk-assessed decision about whether to obtain enhanced DBS checks for volunteers who are not in regulated activity will be made by the School, and the School will make a record of the risk assessment and the decision. Factors to take into consideration include the nature of work with the children, and what the School knows about the volunteer.
- A volunteer in respect of whom no checks have been obtained will not be left unsupervised or allowed to work in regulated activity.
- Staff who come onto the school site on an infrequent or one-off basis, such as competition judges or visiting speakers, do not meet the definition of regulated activity. Such staff are supervised and constantly accompanied by suitably checked school staff, therefore the full range of checks is not required.
- Visitors to the school report and sign in at reception and wear a visitor's badge. They are escorted by a member of the School staff. This also extends to secondary school pupils who are on work placements or similar.

### **Gap Year Students**

Enhanced DBS checks are completed on gap students in accordance with the specialist direction issued by the DfE, which includes checking the evidence available from the applicant's country of origin and evidence of their country's Police checks.

### **Children on work experience**

Children on work experience are supervised at all times, and are always former pupils and therefore known to the School. Work experience children may observe regulated activity and provide assistance to the teacher in charge where appropriate. A child on work experience receives an induction session before beginning work experience.

### **Contractors**

The Headmaster and the School Business Manager ensure that any contractor, or any employee of the contractor, who is to work at the school, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) is required.

Contractors for whom no checks have been obtained will not be allowed to work unsupervised or engage in regulated activity.

If a contractor working at a school is self-employed, the school may make a DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The School always checks the identity of contractors and their staff on arrival at the school.

## **Visiting Speakers**

The pupils at New Beacon enjoy regular visits of outside speakers, e.g. visiting author, Shakespeare Company, speakers in chapel, charity representatives, magistrates, police etc. All requests for visiting speakers are discussed with the Headmaster. The visitor is booked at least one month (usually one term) prior to visiting the school. The Registrar will send the visitor 'Guidelines for Visiting Speakers', and the visitor will be required to complete a 'Visiting Speaker Self-Declaration Form.' The visitor will sign in upon arrival, and will be required to wear a visitor's badge. The organiser will accompany the visitor at all times, or will delegate this responsibility to a suitable colleague where this is not possible. Staff will be present during the visit. The organiser will ensure that the content aligns with the values and ethos of the School, and British values. In the unlikely event that the content does not meet this requirement, immediate action will be taken.

## **Other organisations working with New Beacon pupils on another site**

Where New Beacon pupils go off-site, e.g. on an official school visit, they are always accompanied by New Beacon staff. In such events, the ratio of New Beacon staff to pupils is always sufficient for direct supervision at all times. The organiser of the trip is required to make a preliminary site visit where possible, and provide a detailed risk assessment, to include a check for suitability of adults from an outside organisation to supervise pupils.

## **Children staying with host families / private fostering**

New Beacon pupils do not stay with host families.

Private fostering (where a child is looked after by someone other than their parent/guardian for over 28 days) should be referred to the local authority to check that the arrangement is suitable and safe for the child.

## **Disqualification**

The School takes steps to gather sufficient and accurate information. An evidence trail is maintained by Mrs Harrison, the Registrar, who keeps records, including the date disqualification checks were completed.

### **Who is disqualified?**

- Someone who has been cautioned for, or convicted of certain violent or sexual criminal offences against adults and any offences against children;
- Someone who is the subject of an Order, direction or similar in respect of childcare, including orders made in respect of their own children'

- Someone who had registration refused or cancelled in relation to childcare of children's homes or have been disqualified from private fostering;

## **Action following disclosures**

If it comes to the attention of a school that they have a member of staff who may be disqualified, the person may apply to Ofsted for a waiver of disqualification. Pending the processing of the waiver, the member of staff cannot do or manage the work from which they are disqualified and if necessary the school should seek the advice of the LADO and employment professionals in relation to continued deployment.

## **Referring to the DBS / TRA or the Secretary of State**

The School has a legal duty to refer to the DBS / TRA anyone who has harmed, or poses a risk of harm, to a child, anyone who has received a caution or conviction for a relevant offence, anyone who has been removed from working in regulated activity, or would have been removed if they had not left. The legal duty applies also where an individual is deployed to another area of work, or where the individual is suspended. Referrals must be made as soon as possible after the resignation, removal or redeployment of the individual.

If the School dismisses a teacher because of serious misconduct, the School will consider whether to refer the case to the Secretary of State, who may investigate the case with a view to the possibility of a prohibition order.

## **Disqualification self-declaration**

All employees have an obligation to inform the School within 24 hours if :

- they are being investigated by any agency or organisation in relation to concerns about their behaviour towards children or young people
- they become the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about their behaviour towards children
- they are convicted of any offences that are listed in the 2018 Disqualification regulations in the Childcare Act.
- Full details can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741597/APPENDICES-Disqualification\\_under\\_the\\_childcare\\_act\\_statguidance\\_4\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741597/APPENDICES-Disqualification_under_the_childcare_act_statguidance_4_.pdf)

### **Author, Approval, Review**

Author:	Yolande Buchanan-Dunlop (Deputy Head)
Date:	January 2019
Approval:	Mike Piercy (Headmaster)
Approval:	Mr James Thorne (Chairman of Governors)
Approval:	Ms Theresa Homewood (Gov i/c Safeguarding)
Date for Review:	September 2019 (or earlier if further changes to regulations)

**Appendix A**

**NEW BEACON SCHOOL STAFF DISQUALIFICATION DECLARATION**  
*To be completed by new employees*

Name:	Dept:
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*Please circle one answer for each question*

<b>Section 1 – Orders or other restrictions</b>	
Have you been cautioned for, convicted of or charged with violent or sexual criminal offences against children or adults, at home or abroad?	YES / NO
Have any cautions, charges or convictions related to childcare been made against you?	YES / NO
Have any orders or other determinations been made against you which prevent you from being registered in relation to child care, children’s homes or fostering?	YES / NO
Are you barred from working with children by the Disclosure and Barring Service (DBS)?	YES / NO
Are you prohibited from teaching by the TRA (Teaching Regulation Agency) Teacher Services?	YES / NO

<b>Section 2 – Provision of Information</b>	
If you have answered YES to any of the questions , please provide details below. You may supply this information separately.	YES / NO
Details of the order, restriction, conviction, caution etc. including dates and relevant bodies:	

<b>Section 3 – Declaration</b>	
I confirm that to the best of my knowledge, I am not living with a person who has been disqualified from working with children.	
<input type="checkbox"/> I understand my responsibilities to safeguard children.	
<input type="checkbox"/> I understand that I must notify the Headmaster of anything that affects, or might affect, my suitability to work in the School, including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children under the Childcare (Disqualification) Regulations 2009.	
Signed:	Date:
Print Full Name:	

