



*Creative
Education
Trust*

Safer Recruitment Policy

- 1) The Creative Education Trust (CET) is committed to safe recruitment processes. All staff recruited to work in one of the Trust's academies will be subject to the rigorous recruitment procedures outlined in this policy.
- 2) This policy has been developed to ensure that the recruitment of staff or volunteers to work at any academy within CET is compliant with DfE guidance regarding recruitment so that the risk of recruiting someone who intends to harm is minimised. It applies to all people who carry out work at any CET academy, whether paid, voluntary, supplied by an agency or under a service term agreement.
- 3) CET will only use employment agencies which can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the local authority.

The recruitment process

- 4) The importance of safeguarding and protecting children attending our academies will be promoted as much as possible throughout the recruitment process in order to deter would-be abusers.
- 5) For every post the current the schools will use their own generic application forms which cover all relevant areas and fulfil all statutory requirements regarding information sharing with applicants.

Timeline

- 6) The need for a thorough safe recruitment process is paramount and timelines for the appointment of staff will vary depending on the time it takes to receive all of the appropriate pre-employment checks and for the candidate to serve a notice period. It is recognised that appointments often need to take place speedily to ensure continuity of provision for the children/young people in our academies. However, no appointment process will circumvent the measures described in this policy for the sake of expediency.

Job Descriptions and Person Specifications



- 7) At the start of the recruitment process it is important to define what the responsibilities of the postholder will be, as well as the qualifications and experience needed to perform the role.
- 8) All Job Descriptions will, as a minimum, detail:
 - a) Job title
 - b) Grade/scale of post
 - c) Job purpose
 - d) Line management
 - e) Specific responsibilities
 - f) The postholder's responsibility towards the promotion and the practice of safeguarding the welfare of children that they come into contact with through their job.
- 9) All Person Specifications will, as a minimum, detail:
 - a) Qualifications required
 - b) Professional registrations (if required)
 - c) The skills, competencies and previous experience required
 - d) Required safeguarding checks
- 10) Each requirement on the person specification will be graded as either 'Essential' or 'Desirable'. These grades will be used for shortlisting purposes after the closing date. How these issues will be tested – e.g. application form, interview, or assessment day, will be stated and will vary from post to post.

Advertisements

- 11) The advertisement for a vacancy will demonstrate our commitment to safer recruitment and vetting procedures in order to act as a deterrent to would-be abusers.
- 12) All recruitment advertisements will include the following:
 - a) The name and logo of the academy
 - b) Post title
 - c) Hours (this should indicate if full or part time)
 - d) Grade or scale
 - e) Salary including any allowances offered
 - f) Permanent or fixed term (if fixed term the duration of the contract should be stated)



- g) The main responsibilities of the post
- h) Safeguarding Children Statement: 'Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks.'
- i) Closing date and interview date

Application Packs

13) All covering letters sent with application packs will include the following paragraph:

- a) 'The Creative Education Trust is committed to safeguarding and protecting the welfare of children as its number one priority. This commitment to robust recruitment, selection and Induction procedures extends to organisations and services linked to the academy on its behalf.'

14) The following, as a minimum, will be provided to applicants:

- a) Application form and guidance for applicants
- b) Job description
- c) Person specification
- d) Further information relating to the academy

Shortlisting

15) After the closing date, the recruitment monitoring declaration will be removed from the application form before shortlisting.

16) If the post is a teaching post then the candidates will be checked against the Prohibited from Teaching list through the Teacher Services System. If the outcome of the check is clear then the application will proceed to shortlisting. If the check shows that the candidate is prohibited from teaching then the necessary authorities will be informed and there will be no further contact with the applicant.

17) The shortlisting panel will review all applications and score them against the published person specification (0 = insufficient evidence; 1 = sufficient evidence; 2 = strong evidence). A shortlist of the strongest candidates will be drawn up based on the highest total scores. Any candidate scoring zero for an aspect will not be shortlisted.

Invitation to Interview



- 18) Shortlisted candidates will be sent an invitation to interview which re-iterates the CET's commitment to safeguarding and stipulates that each candidate must bring evidence (original documents only) verifying their professional qualifications, identity, right to work in the UK and documentation required for the purpose of DBS checking. See Pre-employment checks below.

Interviews

- 19) On arrival for interview the original documents requested in the invitation to interview letter will be obtained from each candidate and copied. The copies will be verified, initialled and dated and held with the pre-employment checklist pending the outcome of the interviews. The interview process will allow time for any discrepancy in a candidate's application or references to be scrutinised and clarified. Interviewers will question candidates regarding any employment gaps, criminal record disclosures, fitness for the role, previous experience, suitability for the post and their motivation to work with children. The panel will be certain they have explored all relevant areas before they offer a post.
- 20) Interviews will normally carried out on a face to face basis. On the rare occasions where teachers have applied from overseas then it may be appropriate to interview via video conferencing. All interview panels will include at least one person who has successfully completed safer recruitment training and should include, where possible, a representative of the local governing body (LGB). This will enable the scrutiny of each candidate's motivation to work with children by a trained interviewer. The composition of an interview panel will reflect the nature of the post.
- 21) The interview panel will score all interviewees against the published person specification (0 = insufficient evidence; 1 = sufficient evidence; 2 = strong evidence). Any candidate scoring zero for an aspect will not be appointed. The panel would normally appoint the highest scoring candidate unless there is good reason to do otherwise.

References

- 22) References will be requested prior to interview and will be available to the chair of the panel on the day of the interview. One of the referees must be the candidate's current or most recent employer. Open references will not be accepted neither will references which have been provided by the candidate. Referees for all candidates will be asked specific role and child protection related questions. If references do not answer the questions or provide sufficient information, this will be followed up by the HR/Business/Office Manager.



- 23) The Academy Trust reserves the right to seek references from the current employer even if they are not listed as referees on the application form.
- 24) When references are received prior to interview, the HR/Business/Office Manager will follow up any discrepancies or issues to enable the panel to make a decision with reference to all the facts available at the time. Gaps and inconsistencies will be followed up before an offer of employment is made.
- 25) Standard forms for seeking and responding to reference requests will be used for this purpose.

Employment Gaps

- 26) The CET application form allows for candidates to inform us of any gaps in their employment history. The HR/Business/Office Manager will check for these gaps and highlight any found to the panel. These will be investigated at interview, along with the reason for them not being disclosed on the application form. The interview panel will explore patterns of repeated change in career or employers at interview, ensuring that the reasons for these are fully explored.

Qualification Verification

- 27) At interview, essential qualifications required for the post, including those set by statute, will be verified by the HR/Business/Office Manager. Any concerns will be made known to the panel immediately. A photocopy of all the original qualification certificates will be taken and, if the candidate is successful, these will be placed in their personnel file. If the candidate is unsuccessful, then these, along with evidence of identity documents, will be securely destroyed.

Disclosure of Criminal Record

- 28) Posts within schools are exempt from the Rehabilitation of Offenders Act 1974 (updated guidance March 2014). Therefore, as a prospective employer, we encourage candidates to disclose any unspent and spent convictions during the application stage by including space for this on our application form. Disclosing a criminal background will not be used as a reason to not shortlist a candidate, unless it involves violence and/or the safety of children.
- 29) Having a criminal conviction will not necessarily bar a person from working with children. Successful candidates will be required to complete a DBS application form (and Disqualification by Association declaration where appropriate). Once Enhanced DBS, with barred list clearance for those in regulated activity, is verified any discrepancy in convictions declared on the application form and the DBS



clearance will be discussed with the candidate and may lead to the offer of employment being withdrawn with immediate effect, even if the person has commenced work.

Pre-employment checks

30) Prior to the confirmation of an appointment, the HR/Business/Office Manager will:

- a) verify the candidate's identity using photographic identification based on statutory guidelines
- b) obtain, via the applicant, an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity
 - i) A person will be considered to be in 'regulated activity' if, as a result of their work, they: will be responsible, on a regular basis, in any setting for the care or supervision of children; or will regularly work in a school or college at times when children are on school or college premises (where the person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor); or will regularly come into contact with children under 18 years of age.
 - ii) A supervised volunteer who regularly teaches or looks after children is not in regulated activity.
- c) obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- d) verify the candidate's mental and physical fitness to carry out their responsibilities by asking the candidate to obtain a letter of fitness from their GP
- e) verify the candidate's right to work in the UK; where the right to work in the UK cannot be verified, the offer of employment will be immediately withdrawn and the Border Agency notified of the details of the applicant
- f) verify professional qualifications as appropriate; a copy of the certificates will be kept on the personnel file of the employee
- g) if the candidate has lived or worked outside the UK, make further checks the academy or Trust considers appropriate



- h) check that a candidate who is taking up a management position is not subject to a section 128 direction made by the Secretary of State
 - i) check that a candidate who is to be employed as a teacher is not subject to a prohibition order issued by the secretary of state by using the Teacher Services System
 - j) verify any professional registration that is required by the person specification; a copy of the certificates will be kept on the personnel file of the employee.
- 31) These checks will be listed on a pre-employment checklist.
- 32) These checks will be made clear to candidates at interview. Any offer of employment will be subject to satisfactory checks being received and verified. When the interview panel have decided who they would like to appoint to the post the successful candidate will be notified and sent a pack of documentation which they should complete and return promptly to allow any remaining pre-employment checks to take place. The HR/Business/Office Manager will oversee this process. The candidate will not be made an unconditional offer at any point prior to the receipt of all satisfactory pre-employment checks.

Starting employment before receipt of DBS check

- 33) If the Headteacher or Principal wishes for an individual to start work in regulated activity before the DBS certificate is available then a risk assessment must be completed and held by the HR/Business/Office Manager to identify any risks that this should pose to the students. The Headteacher will make the decision as to whether it is appropriate for this person to start employment after reviewing this document. As a minimum, the individual must be appropriately supervised and all other checks, including a barred list check, must have been completed.

Disqualification by association

- 34) For all appointments, the Headteacher or Principal should consider whether or not the post should be subject to a disqualification by association disclosure because the post involves working in, or being directly involved in managing, early years provision, or later years provision for children under eight years of age such as breakfast or after-school provision.
- 35) Where a disqualification by association disclosure is deemed appropriate, the candidate must be asked to complete a disqualification by association declaration.



- 36) If a candidate is disqualified directly or by association, he/she must not be employed and the Headteacher or Principal must inform Ofsted. The Headteacher or Principal must also inform the individual that Ofsted has been informed and that they he/she may consider applying to Ofsted for a Waiver.

Temporary staff employed directly by the academy

- 37) Staff employed on a temporary contract issued by the academy will follow the same recruitment process as any other permanent employee. All pre-employment checks must be completed.

Peripatetic tutors and agency staff (including agency supply teachers)

- 38) All service providers/staffing agencies providing staff to undertake regulated activity will be required to provide evidence of the same pre-employment checks that the academy would complete if they were directly employing the staff themselves. This should be submitted in writing and in advance of the individual starting work and should be agreed as part of any contract between the academy and provider. Evidence of checks from external providers will be recorded on the single central record by HR/Business/Office Manager.
- 39) If evidence is not provided then the Academy will not allow the peripatetic tutors or agency staff to have unsupervised access to children.
- 40) The academy must check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

- 41) The Headteacher or Principal must ensure that any contractor who is to work at the academy has been subject to the appropriate level of DBS check.
- 42) Children should not be allowed in areas where builders are working for health and safety reasons, so there should be little opportunity for workers to be unsupervised with children.
- 43) Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity.
- 44) The Headteacher or Principal must ensure that the identity of all contractors is checked on arrival at the academy.

Volunteers



- 45) Under no circumstances should a volunteer in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity.
- 46) The Headteacher or Principal must ensure that volunteers who engage in regulated activity have an enhanced DBS certificate including barred list information.
- 47) A volunteer who is supervised at all times does not require a DBS check as they are not engaging in regulated activity. However, the Headteacher or Principal may choose to have a DBS check carried out, but without the barred list information.
- 48) If a volunteer becomes a paid employee, then all pre-employment checks must be completed with the exception of the Enhanced DBS check as it will already be held by the academy.

Governors

- 49) All members of the LGB must have an enhanced DBS check but not a barred list check, unless they also engage in regulated activity.
- 50) All trustees and head office staff are checked by head office and are included on the head office single central record.

Work experience

- 51) The Principal must consider the specific circumstances for any pupils on work experience placements.
- 52) All employers working with pupils on work experience placements must be DBS checked.
- 53) If a person working with a child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, the Principal must ensure that the employer is asked to ensure that the person providing the instruction or training is not a barred person.

Single central record

- 54) Each academy must keep a single central record (SCR) of all staff who work at the school and all trustees, that provides confirmation that all of the relevant checks have been made.



- 55) The information that must be recorded in respect of all staff members, including teacher trainees on salaried routes, is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:
- a) an identity check
 - b) a barred list check
 - c) an enhanced DBS check/certificate
 - d) a prohibition from teaching check
 - e) a section 128 check for those in management positions
 - f) further checks on people who have lived or worked outside the UK
 - g) a check of professional qualifications
 - h) a check to establish the person's right to work in the UK
- 56) For supply staff, the SCR must include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that communication was received.
- 57) Where checks are carried out on volunteers, these should be recorded on the SCR.
- 58) For trustees and head office staff, the SCR must include whether written confirmation that CET has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the individual, and the date that communication was received.
- 59) This SCR will be kept by the HR/School Business/Office Manager.