



*Creative
Education
Trust*

Safer Recruitment Policy

1. Introduction

- 1.1 Creative Education Trust is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing the very best education for our pupils. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to each school's performance and fundamental to the delivery of high quality education.
- 1.2 Creative Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, workers and all other members of the school community to share this commitment.
- 1.3 These procedures take into account relevant legislation and guidance, and make particular reference to the statutory guidance 'Keeping Children Safe in Education' (Department for Education, (September 2018), as well as the Equality Act 2010 Employment Statutory Code of Practice and the Data Protection Act 2018 (DPA 2018).

2. Purpose

- 2.1 The purpose of this policy is to set out the Trust's approach to the recruitment and selection of both permanent and temporary employees to ensure:
 - The safeguarding and welfare of children and young people is first consideration at each stage of the process.
 - A professional, consistent and equitable approach to the appointment of all academy based staff.
 - That the best person is appointed for each position, with the appropriate qualifications, skills and experience.
 - All relevant equalities legislation is adhered to and that candidates are not discriminated against on the grounds of a protected characteristic.

3. Scope

- 3.1 This policy covers the recruitment and selection of all employees across Creative Education Trust.

4. Equal Opportunities



- 4.1 The recruitment and selection procedures must always be applied fairly and in accordance with the Equality and Diversity in Employment Policy and relevant employment law.

5. Recruitment & selection procedure

5.1 Job Descriptions and Person Specifications

- 5.1.1 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. All job descriptions will, as a minimum, detail:

- Job title;
- Grade/scale of post;
- Working arrangements e.g. full or part time, term time only working etc;
- Job purpose;
- Line management details;
- Specific responsibilities; and
- 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.

- 5.1.2 All person specifications will, as a minimum, detail:

- Qualifications required;
- Professional registrations (if required);
- The experience, skills, and personal attributes required;
- Creative Education Trust's commitment to safeguarding and the requirement for the successful applicant to undertake relevant safeguarding checks.

- 5.1.3 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.

5.2 Advertisements

- 5.2.1 Usually posts will be advertised externally, to encourage as wide a field of candidates as possible. However, where there is a reasonable expectation that there are sufficient qualified internal candidates, or where employees are at risk of redundancy, an internal advertisement may be considered appropriate.

- 5.2.2 The advertisement for a vacancy will demonstrate Creative Education Trust's commitment to safer recruitment and vetting procedures in order to act as a



deterrent to people who might harm children or are otherwise unsuited to working with them.

5.2.3 All recruitment advertisements will include the following:

- The name and logo of the school;
- Post title;
- Hours (this should indicate if full or part time, and if term time only etc);
- Grade or scale;
- Salary including any allowances offered;
- Permanent or fixed term (if fixed-term the duration of the contract should be stated);
- The main responsibilities of the post;
- Safeguarding Children Statement: 'Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people. The successful applicant will be required to undertake relevant safeguarding checks.'
- Closing date and (where scheduled) interview date.

5.3 Candidate Information

5.3.1 Candidates will be provided with the following documentation:

- Application form;
- Equality and diversity monitoring form;
- Job description and person specification; and
- Further information relating to the school.

5.4 Shortlisting

5.4.1 The equality and diversity monitoring form will be separated from each candidate's details before shortlisting.

5.4.2 The shortlisting panel will review all applications and score them against the person specification using the following scoring system:

- | | |
|---|-----------------------|
| 0 | Insufficient evidence |
| 1 | Satisfactory evidence |
| 2 | Good evidence |
| 3 | Exceptional evidence |

5.4.3 A shortlist of the strongest candidates will be drawn up based on the highest total scores. A candidate scoring zero on any aspect will not be short-listed.

5.5 References



- 5.5.1 Two references for short-listed candidates will be requested immediately after short-listing. Wherever possible, both references will be taken up before the selection stage, so that any discrepancies can be explored during the interview process.
- 5.5.2 Where candidates have indicated on their application forms that they do not wish their current employer to be contacted, this reference will be taken up immediately following a conditional offer being made. Teachers will be expected to provide details of their current Principal/Head teacher as one of their two referees.
- 5.5.3 References must be in writing, specific to the job for which the candidate has applied and directly from the referee. Electronic references should originate from a legitimate source, e.g company email address. Open references or testimonials are not acceptable. Creative Education Trust will not accept references from relatives or people writing solely in the capacity as a friend.
- 5.5.4 Referees for all candidates will be asked for previous employment details, specific role and child protection related questions. Referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies or to obtain additional information if required. A detailed written note will be kept of such exchanges.
- 5.5.1 Creative Education Trust reserves the right to seek references from the current employer even if they are not listed as referees on the application form.
- 5.5.2 Standard forms will be used for seeking reference requests.

5.6 Interviews

- 5.6.1 Shortlisted candidates will be invited to interview. Interviews will normally be carried out on a face-to-face basis. On rare occasions, for example where the candidate is overseas, interview via video conferencing is permissible. On arrival at an individual school, candidates will be required to verify their identity using photographic identification i.e. passport or driver's licence.
- 5.6.2 The interview process will explore the applicant's ability to carry out the job description and meet the person specification. The interview process will also 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, 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.
- 5.6.3 All interview panels will include at least one person who has successfully completed safer recruitment training. This will enable the scrutiny of each candidate's motivation to work with children by a trained interviewer.



5.6.4 The interview panel will score all interviewees against the published person specification as follows:

- | | |
|---|-----------------------|
| 0 | Insufficient evidence |
| 1 | Satisfactory evidence |
| 2 | Good evidence |
| 3 | Exceptional evidence |

5.6.4 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.

5.7 Additional selection methods

5.7.1 In addition to panel interviews, a number of selection methods may be used to assess a candidate's suitability for the post. Selection methods may include but are not limited to:

- Lesson observations;
- Presentations;
- Group decision making/discussion exercises;
- Group discussions with pupils;
- In-tray exercises;
- Aptitude tests (verbal and numerical);
- Technology based tests including word-processing;
- Written exercises.

6. Pre-employment checks

6.1 An offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion and verification of pre-employment checks.

6.2 Prior to employing new staff, schools must:

- Verify the candidate's identity using photographic identification based on statutory guidelines.
- Obtain, via the applicant, an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity¹ (see paragraph 7 below).

¹ 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



- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available.
- Verify the candidate's fitness to carry out their responsibilities.
- 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.
- Verify professional qualifications as appropriate; a copy of the certificates will be kept on the personnel file of the employee.
- If the candidate has lived or worked outside the UK, make any further checks that the school or Trust considers appropriate.
- 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.
- 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.
- If appropriate, obtain via the applicant, verification that they are not disqualified from providing childcare in a relevant setting (see paragraph 8 below).
- 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.

7. Disclosure of Criminal Record

- 7.1 Posts within schools are exempt from the Rehabilitation of Offenders Act 1974 (updated guidance March 2014). Therefore, candidates are asked to disclose any unspent and spent convictions during the application stage.
- 7.2 Having a criminal conviction will not necessarily bar a person from working with children. Successful candidates will be required to complete an enhanced DBS application (and Disqualification by Association declaration where appropriate). Once the 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.
- 7.3 If the Principal or Head teacher wishes for an individual to start work in regulated activity before the DBS certificate is available then a risk assessment must be completed and authorised by the Director of Human Resources.

employed by a contractor); or will regularly come into contact with children under 18 years of age. A supervised volunteer who regularly teaches or looks after children is not in regulated activity.



8. Childcare Disqualification Arrangements

- 8.1 In line with Disqualification under the Childcare Act 2006 guidance (updated in 2018), relevant staff are disqualified from working in the school when they are barred from working with children or young people.
- 8.2 Staff are covered by this legislation if they are employed and/or provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare.
- 8.3 The school will take steps to gather information about whether a relevant member of staff is disqualified by asking them to declare any cautions or convictions for a relevant offence; where a care order is issued with respect to a child who has been in the person's care; whether they are named on the DBS Children's Barred List and whether they have committed an offence overseas which would have resulted in disqualification if it had occurred in the UK. Employees are expected to inform their Principal or Head teacher immediately should circumstances change and they believe that they may meet the criteria for disqualification.
- 8.4 The school will keep a record of those staff who are employed to work in or manage relevant childcare, and record the date on which disqualification checks were completed on the Single Central Register.
- 8.5 In the event of information leading to disqualification being obtained, the school will follow guidance set out in the Disqualification under the Childcare Act 2006 guidance.

9. Temporary staff employed directly by the school

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

10. Adults working at the school but not directly employed by the school

10.1 Peripatetic tutors and agency staff (including agency supply teachers)

- 10.1.1 All service providers/staffing agencies providing staff to undertake regulated activity will be required to provide confirmation to the school of the same pre-employment checks that the school would complete if they were directly employing the staff themselves. This should be submitted in writing and should



be agreed as part of any contract between the school and provider. Evidence of checks from external providers will be recorded on the single central record.

- 10.1.2 If evidence is not provided then the school will not allow the peripatetic tutors or agency staff to have unsupervised access to children.
- 10.1.3 On arrival at an individual school, all peripatetic teachers and agency workers will be required to verify their identity using photographic identification i.e. passport or drivers licence.

10.2 Contractors

- 10.2.1 Any contractor who is to work at the school must be subject to the appropriate level of DBS check. 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.
- 10.2.2 If a contractor is self-employed, the school should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.
- 10.2.3 On arrival at an individual school, contractors will be required to verify their identity using photographic identification i.e. passport or driver's licence.

10.3 Volunteers

- 10.3.1 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. Volunteers who engage in regulated activity must have an enhanced DBS certificate including barred list information. A supervised volunteer who regularly teaches or looks after children is not in regulated activity. For further guidance see KCSIE (2018) Annex F.
- 10.3.2 If a volunteer becomes a paid employee, then all pre-employment checks must be completed with the exception of the Enhanced DBS check if it is already held by the school.
- 10.3.3 All members of the Academy Council must have an enhanced DBS check but not a barred list check, unless they also engage in regulated activity.

11. Trustees and Head Office

- 11.1 All trustees and head office staff are recruited in line with safer recruitment guidelines and are included on the head office single central record.



12. Single central record

- 12.1 Each school must keep a Single Central Record (SCR) of all staff who work at the school that provides confirmation that all of the relevant checks have been made.
- 12.2 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:
- An identity check.
 - A barred list check.
 - An enhanced DBS check/certificate.
 - A prohibition from teaching check.
 - A section 128 check for those in management positions.
 - Further checks on people who have lived or worked outside the UK.
 - A check of professional qualifications.
 - A check to establish the person's right to work in the UK.
- 12.3 For supply staff and contractors, the SCR must include 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/contractor, and the date that communication was received.
- 12.4 Volunteer checks must be recorded on the SCR.
- 12.5 For trustees and head office staff, the SCR must include written confirmation that Creative Education Trust has carried out the relevant checks and obtained the appropriate certificates.
- 12.6 This SCR will be kept by an individual nominated by the Principal and must be securely stored and easily accessible to those who are required to see it.