



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Mrs. M Reece

L A L E H A M L E A S C H O O L & N U R S E R Y

S A F E R R E C R U I T M E N T P O L I C Y

This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.

Person responsible for this policy:

Maria Reece

Acting Head Teacher

Date: Jan 2024

Next Review Date: September 2024 (or as and when changes are made to KCSIE)

1 INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a safe recruitment process that aims to

- Attract the best possible applicants to vacancies
- 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

2 STATUTORY REQUIREMENTS

There are statutory requirements for the appointment of staff in schools; and the school will ensure these requirements are met.

The School recognises its commitments under:

- The Independent School Standard Regulations.
- The Safeguarding Vulnerable Groups Act (2006) as amended by the Protection of Freedoms Act (2012).
- Working Together to Safeguard Children (2018) (WTSC).
- Keeping Children Safe in Education (September 2023 (KCSIE) and will comply with these regulations and statutory guidance.
- Statutory framework for the early years foundation stage September 2023
- The Prevent Order 2015.

This Policy should be read with the following policies and guidance

- The School's Safeguarding and Child Protection Policy
- The School Visitors Policy

Preventing unsuitable people from working with children and young people is essential for keeping children safe. Rigorous selection and recruitment of staff and volunteers is therefore a key responsibility of the Head Teacher and Governing Body. We will ensure that the following areas are addressed:

Pre-Appointment Vetting Checks

- All appointments are subject to checks in accordance with DFE and ISSR current guidance and regulations including: enhanced Disclosure and Barring Service (DBS) list checks; identity and qualification checks; right to work in the UK; receipt of at least two satisfactory references. The school will check that no prohibition from teaching order is in place and, where relevant, the applicant is not subject to disqualification by association.
- A Barred List check will be carried out if the DBS applied for has not been received by the time the new appointee starts work
- A Barred List check will also be carried out if a pre-existing enhanced DBS is accepted under the three-month rule or if an enhanced DBS is available through the DBS update service but does not have barring information



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Mrs. M Reece

- Qualified teachers are checked on the Teaching Regulation Agency's Employer Access Service
- Applicants are required to declare in writing any convictions received; their mental and physical capability to do the job they are applying for
- All necessary checks should be in place and recorded prior to the applicant receiving confirmation of the appointment and starting work in the school
- The Head Teacher and nominated Governor will receive training in Safer Recruitment and ensure that safe recruitment procedures are followed
- Those in management roles are required to have an additional check as well as DBS. 'In addition to obtaining the DBS certificate, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. For those in management roles an additional check is required to ensure they are not prohibited under section 128 provisions.
- Prohibition checks can be carried out using the Prohibition orders as described in the NCTL publication using the Teacher Services' system.
- Post-Brexit, checks for applicants who have worked in the EEA can no longer be done ~~with DfE~~ on the TRA Teacher Services system and references must be obtained from the most relevant provenance possible. This may include (depending on circumstances) seeking a third reference from either the teachers' regulatory body for the country in which the person worked or the most recent overseas school in which the applicant worked. The relevant teachers' regulatory body may be locatable in the Regulated Professions Database (<https://ec.europa.eu/growth/tools-databases/regprof/>)

3 DEFINITION OF STAFF

This policy refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2010, staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers, the School must be provided with a copy of the DBS check for such staff.

Staff is defined as any person working at the School whether

- under a contract of employment
- under a contract for services (this covers self-employed people arranged and/or paid directly by the school, but not those in a contract for services with others)
- or otherwise under a contract (this covers self-employed people who are arranged by the School but who are paid by others such as peripatetic teachers)
- it does not include supply staff or volunteers

If a person is in regulated activity in the school they should normally be treated as 'staff'.

4 IDENTIFICATION OF RECRUITMENT

Laleham Lea School will involve at least one recruiter who has successfully received accredited training in safer recruitment procedures.

5 INVITING APPLICATIONS

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

Laleham Lea is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Enhanced Disclosure and Barring (DBS) list checks will be carried out'.

- The advertisement will include the safeguarding responsibilities of the post per the job description and personal specification. A reference to safeguarding and promoting the welfare of children and young people as well as the requirement for the completion of an enhanced Disclosure & Barring Service (DBS) check will be included.
- The advertisement will also state whether the post is exempt from the Rehabilitation of Offenders Act 1974
- Prospective applicants will be supplied, as a minimum, with the following:
 - job description and person specification;
 - the Schools Safeguarding and Child Protection Policy;
 - the School's recruitment policy (this document);
 - the selection procedure for the post; an application form.
 - All prospective applicants must complete, in full, the School application form

Application Forms

- Where the role involves engaging in regulated activity it includes a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity with children
- The Laleham Lea application form also provides a link to the School's Safeguarding and Child Protection Policy on the website
- The application form requests all information required by the Keeping Children Safe in Education 2023
- Laleham Lea will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application

6 SHORT-LISTING AND REFERENCES

- Short-listing of candidates will be against the person specification for the post



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Mrs. M Reece

- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted
- Referees will be contacted by telephone to confirm the identity of the referee and by email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges
- 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
- All references adhere to the KCSIE Part 3 requirements
- Shortlisted applicants should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. This information should only be requested from applicants who have been shortlisted.

Shortlisted candidates should note that it is the School's practice under KCSIE 2023 requirements to carry out an online search and Laleham Lea will inform shortlisted candidates that online searches may be done as part of our of due diligence checks.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
- the candidate's suitability for this post
- School employees are entitled to see and receive, if requested, copies of their employment references
- References must cover a minimum period of 5 years prior to the candidate's application
- All references for teaching and educational support staff from other schools must be provided by the Head Teacher; if another member of the SMT provides the reference it must be checked with and verified by the Head Teacher of the other school

7 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 a visual electronic link).

Candidates will always be required

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

The Employer will always be required

- to confirm the outcome of the interview to the applicant within one week
- to give detailed feedback on the interview if requested by the applicant

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post. Candidates must also bring proof of any qualification they have mentioned on the application form whether or not it is required for the job.

The School requests that all candidates invited to interview also bring with them:

1. A current driving licence including a photograph or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Proof of entitlement to work and reside in the UK1.
5. Proof of all qualifications mentioned on the application form.
6. A completed self-declaration form for convictions and disqualification from childcare.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

8 EMPLOYMENT CHECKS

All successful applicants are required

- To provide proof of identity. It is best practice to check the name on the birth certificate where this is available
- To complete an ethnic monitoring form
- To complete an enhanced DBS application form and for a satisfactory disclosure to be obtained, including children's barred list information
- To obtain a children's barred list check if in an individual in regulated activity starts work before the DBS certificate is available
- To verify professional qualifications and to check on the TRA Employer Access Service to verify qualified teacher status, induction and probation
- To provide proof of eligibility to live and work in the UK
- If the person has lived or worked outside the UK to make further checks as appropriate
- To ensure that reasonable steps have been taken to ensure that persons carrying out teaching have not had a prohibition order
- Where the successful candidate will be taking part in the management of the School, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to Directors, Senior Management Team and teaching heads of department. This applies to any internal appointments



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Mrs. M Reece

- For contact with pupils under the age of 8, receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. This cannot be part of the Application Form. (KCSIE 2023)

If successful, a Work Health Assessment only needs to be completed if you have a disability and reasonable adjustments are required. Medical declaration forms are required.

9 INDUCTION AND PROBATION

- 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
- All new staff will be subject to a probation period as detailed in the contract, which will provide a formal framework for ensuring that the standards of performance set by the School are fully communicated
- The new employee will be fully integrated into the School and has the skills required to carry out the role effectively

10 RECORDING INFORMATION

- Laleham Lea maintains a single central record of pre-appointment checks in accordance with Keeping Children Safe in Education 2023 (Part 3)
- The SCR includes all staff (see point 3. Definition of Staff) including agency and third party supply staff even if they work for one day
- The SCR also includes all members of the proprietor body, members and trustees

Prior to the new employee starting work, the Head Teacher and School Business Manager will complete the 'Recruitment Checklist' form (Appendix 1) to verify that all appropriate checks have been satisfactorily completed. This is required for all new members of the School's staff.

11 RETENTION OF DOCUMENTS

- The School does not keep copies of DBS certificates in accordance with the Data Protection Act 2018 .
- The Head Teacher or School Business Manager inspects the original DBS and records the number and date the DBS was seen
- Copies of other documents used to verify the successful candidate's identity, right to work and required qualifications are kept on the relevant personnel file

12 AGENCY AND THIRD PARTY STAFF

- Laleham Lea 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. They will also

Laleham Lea Primary School, 29 Peaks Hill, Purley, Surrey, CR8 3JJ

check that the person presenting themselves for work is the same person on whom the checks have been made.

- In respect of an enhanced DBS check the school will ensure written notification confirms the certificate has been obtained by the employment business
- Where the agency has obtained an enhanced DBS certificate which has disclosed any matter or information the school or college must obtain a copy from the agency
- Where the position required a children's barred list check this must be obtained with the enhanced DBS certificate by the agency prior to appointing the individual
- The Head Teacher or School Business Manager will check that the person presenting themselves for work is the same person on whom the checks have been made by requesting photographic identification

13 CONTRACTORS

- The school will ensure that any contractor or employee of the contractor has been subject to the appropriate level of DBS check and contractors working in regulated activity will require an enhanced DBS check including a check of children's barred list information
- Contractors not in regulated activity but whose work provides them with an opportunity for regular contact with children an enhanced DBS check, not including children's barred list information, will be required
- Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children.
- If an individual is self-employed the school will consider obtaining a DBS check as the self-employed person is not able to make an application to DBS on their own account
- The School will always check the identity of contractors on arrival at the school

14 TRAINEE/STUDENT TEACHERS

- Where applicants for initial teacher training are salaried by the school the school will ensure all the necessary checks are carried out. If these trainee teachers are engaging in regulated activity relating to children (which in most cases by the nature of the work, they will be), an enhanced DBS check (including children's barred list information) must be obtained.
- Where the trainee teacher is fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. The School should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school or college would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children.

15 VOLUNTEERS

- A volunteer on whom no checks have been obtained will not be left unsupervised or allowed to work in regulated activity.
- For visitors who are there in a professional capacity the School will check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks)
- A written risk assessment will be undertaken and the school will assess whether further checks are required. The risk assessment should consider:
 - the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision
 - what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
 - whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability
 - whether the role is eligible for a DBS check, and if it is, the level of the check, for volunteer roles that are not in regulated activity.
- The requirements of the Keeping Children Safe in Education 2021 (Part 3) will be adhered to

16 GOVERNING BODY

Before an individual becomes the Chair of the Governing Body the Secretary of State will be asked to

- Carry out an enhanced DBS check; and where such a check is made, obtain an enhanced DBS certificate (either including or not including children's barred list information as appropriate)
- Confirm the individual's identity
- If the individual lives or has lived outside of the UK, where applying for an enhanced check is insufficient
- Carry out any other checks the Secretary of State deems appropriate

The Chair must ensure that enhanced DBS checks are undertaken for the Governing Body in its entirety and must ensure that identity checks are complete before, or as soon as practicable after, any individual takes up their position.

The chair must also ensure that other members are not subject to a section 128 direction that would prevent them from taking part in the management of an independent school.

The Governing Body will ensure that processes are in place for continuous vigilance.



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Mrs. M Reece

Appendix 1 - Recruitment Checklist

Name:		Position:	Start Date:		
	Action		Completed/ Checked by	Date	Copy in file
1	Job Description and Person Specification approved?				
2	Advertisement approved and placed – where and when?				
3	Employment Pack ready to send to prospective applications? To be included in pack: Application Form, JD and PS, Staff recruitment/safeguarding policies, school information and prospectus				
4	Application form received?				
5	Proceed with recruitment after application? No – Rejection Letter sent? Yes – Invitation to Interview Letter sent?				
6	Proof of qualifications received?				
7	Identify and address documentation received?				
8	Interview Notes				
9	Proceed with recruitment after interview? No – Rejection Letter sent? Yes – Invitation to Interview Letter sent? ----- To be included with offer letter: contract of employment, Staff Handbook, DBS link, medical questionnaire, pension details, new employee info form				
10	Reference Request letters and forms sent?				
11	First reference received and approved?				
12	Second reference received and approved?				
13	Third reference (if required) received and approved?				
14	Offer accepted, received form application:				
14a	Signed contract of employment received from applicant?				
15	DBS application sent to DBS: DBS issued date: DBS check date: DBS Certificate number: <input type="text"/>				
16	Medical questionnaire If applicable medical questionnaire sent to Medical advisor? Medical assessment returned?				
17	List 99 check				
18	Prohibition checks (if applicable) Overseas security checks (if applicable) Access Prohibition Teacher and Others Prohibited S128 (if applicable) Online search conducted				
19	Risk Assessment (if applicable)				
20	New employee forms complete				
21	Induction details				
22	Child protection training complete				