



## Vita et Pax Preparatory School Safer Recruitment Policy

Policy Originator	Allana Gay
Governor Responsible	Anna Westcott
Status	Statutory
Last reviewed	05/12/2018
Ratified on	
Review period	Annual
Signed	

This policy is reviewed annually by the Headteacher and ratified by the Governing body.

Copies of this policy and its associated documents are available from the school office.

The Policy is provided to all members of a Recruitment Panel prior on initiating recruitment towards a vacancy in the school.

## Safer Recruitment and Checks Policy and procedures

Vita et Pax Preparatory is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. To achieve this commitment, Vita et Pax Preparatory recognises that it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Vita et Pax Preparatory School ensures that the best possible staff are equally considered and recruited on the basis of their abilities and suitability for the position with no unfair treatments on any grounds or protected characteristics.

Recruitment is conducted with the requirements of the Catholic Education. In accordance with Section 6 of DFE advice on [Staffing and Employment advice for Schools\(2018\)](#) there may be preference given to those who give, or are willing to give, religious education at the school in accordance with the tenets of the Catholic faith. Preference may also be given in order to maintain the number of reserved teachers within the school.

## General Recruitment and selection process

For all advertised posts, applicants will have access to the job description and person specification via the school website. All applicants for employment will be required to complete an online application or paper application form containing questions about their academic and employment history and their suitability for the role. The application will be scrutinized to check that information is not incomplete or contradictory. A Curriculum Vitae will not be accepted in place of the completed application form.

The applicant may then be invited to attend a formal interview at which his / her relevant skills and experience will be discussed in more detail. All interviews will include discussion of safeguarding matters. The recruitment panel will always consist of one member who has been trained in *Safer Recruitment* and will ensure that safer recruitment practices are followed in accordance with the requirements of 'Keeping children safe in education (2018).

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date;
- the signing of a contract of employment;
- verification of the applicant's identity and address (in accordance with DBS identity checking guidelines);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the recruitment panel considers to be satisfactory. Referees are asked explicitly about the candidate's suitability to work with children and young people.
- verification of professional qualifications which the recruitment panel deems a requirement for the post, or which the applicant otherwise cites in support of their application, via original academic certificates;
- for teaching positions, confirmation from the National College for Teaching and Leadership that the applicant is not subject to a prohibition order;
- the receipt of an enhanced disclosure from the DBS which the recruitment panel considers to be satisfactory;
- for 'regulated activity'<sup>1</sup>, the applicant is not named on the Children's Barred List administered by the DBS

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<sup>1</sup> **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

- verification of the applicant's mental and physical fitness for the role
- verification of the applicant's 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**
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent;

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.

We will record all information on the checks carried out in the school's single central record (SCR) in line with statutory requirements. This register is regularly monitored by the Headteacher and Designated Person and is externally and reviewed by the Safeguarding Governor. 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.

### **Existing staff**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

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
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- 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

### **Recruitment via agency and third-party organisations**

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 at school is the same person on whom the checks have been made.

### **Contracted staff including peripatetic teachers**

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.

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.

### **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.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

### **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
- 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

### **Governors**

All governors and trustees will have an enhanced DBS check with barred list information.

The Chair of the Governors will have their DBS check countersigned by the secretary of state.

All proprietors and trustees will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)). Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK