



Safer Recruitment Policy

The legal framework and documents referenced in this policy are:

*Keeping Children Safe in Education Sept 2018
Immigration, Asylum and Nationality Act*

Introduction

It is Alamiyah School policy to recruit the most suitable person for each vacancy, regardless of sex, colour, race, nationality, national or ethnic origins, religion or beliefs, age or perceived age, sexual orientation or disability. Wherever possible, existing employees will be invited to apply for promotion opportunities when a suitable vacancy arises. Safer Recruitment deals with safeguarding pupils from the employment of unsuitable staff through a thorough recruitment procedure which by design helps to deter, reject or identify people who might abuse children.

Aim

At Alamiyah School, we always ensure that our children come first. For this reason, the safety of our children is always paramount. This policy sets out the rigorous recruitment processes for staff and volunteers to ensure that those recruited are appropriately vetted to work with children. This includes carrying out suitability checks such as the DBS, checking approved qualifications and experience. The entire process is crucial to ensure safer recruitment.

Approach

Staff concerned with recruitment must ensure that they comply fully with the organisation's equal opportunities policy at every stage of the recruitment process.

- Unless otherwise justified, a decision to shortlist, interview, employ or engage the services of any person will be taken without regard to the applicant's gender, marital status, race, colour, nationality, national or ethnic origins, religion or belief, sexual orientation, age or disability.
- All job applications will be acknowledged within two weeks of receipt.
- Where appropriate, skills tests will form part of the interview
- When a suitable candidate has been identified and interviewed, a job offer will be made subject to satisfactory references, proof of qualifications, sight of relevant documentation confirming: identity, address, the individual's right to work in the UK, provision of a DBS Disclosure (with a Barred List check), prohibition check, **Staff disqualification and disqualification by association form** and a completed **medical questionnaire** that is acceptable to the employer.
- Each offer letter must be accompanied by a statement of the terms and conditions of employment relating to that position and a form for the applicant to sign denoting acceptance of the job on those conditions.
- In the case of internal promotions or transfers, the employee must be sent a letter confirming the variation to his or her terms and conditions e.g. salary. Details of the planned induction should also be sent with this letter, e.g. outlining any training and development.
- Appointments will not be confirmed, nor starting dates set, until satisfactory replies have been received from referees, proof of qualifications submitted by the employee, the required DBS Disclosures applied for, the medical questionnaire reviewed, S128 confirmed and documentation confirming the individual's right to work in the UK seen and copied.
- Once the starting date has been agreed, the successful candidate will be informed in order that the induction programme can be arranged.
- All appointments will be made subject to a satisfactory probationary period. The Headteacher and Principal will monitor new employees' progress closely during this period. Following this probation period, a recommendation will be made as to whether the employment should be confirmed, extended or terminated.

Disqualification

Alamiyah School follows its strict Safer Recruitment guidelines and will not employ anyone to work, with children or staff, if they or others in their households are "disqualified". The grounds

for disqualification are not only that a person is barred from working with children (included on the children's barred list) but also if:--

- They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad;
- Other orders have been made against them relating to their care of children;
- They have had their registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering;
- They are living in the same household where another person who is disqualified lives. Staff are required to sign a disclaimer, prior to appointment, to this effect and are required to counter sign this declaration annually.

Regulated Activity and Pre-Appointment Checks

The level of DBS certificate required and whether a check for any prohibition, direction, sanction or restriction is required will depend on the role being offered and duties involved. A staff member engaging in regulated activity will require an enhanced DBS certificate which includes barred list information.

A person will be considered to be engaging in regulated activity if as a result of their work in the school, they:

- Will be responsible on a regular basis for teaching, training, instructing, caring for or supervising children; or
- Will carry out paid or unsupervised work regularly where the work provides an opportunity for contact with children
- Engage in intimate or personal care or overnight activity even if this happens only once
- Providing advice or guidance on physical emotional or educational wellbeing regularly
- Driving a vehicle only for children regularly

The full legal definition of regulated activity is set out in schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Staff in regulated activity at Alamiyah:

- teaching staff
- teaching assistants
- midday/lunch assistants
- childcare/club staff
- office staff (office staff have first aid/care duties)

- unsupervised regular volunteers
- caretaker

Staff Not Engaging in Regulated Activity

All other staff not engaging in regulated activity due to an occasional contract but who may have contact with children, for example contractors and supervised volunteers will need an enhanced DBS Certificate without a barred list check. Contractors have the opportunity for contact with children and work under a temporary or occasional contract. (if an individual works less than 3 days in a 30 day month period then they are not engaging in regulated activity since it is not done 'regularly' under the definition of regular in the Safeguarding Vulnerable Groups Act 2006)

A supervised volunteer who regularly teaches or looks after children is not in regulated activity. Supervised volunteers are overseen by staff who are in regulated activity at all times and are not left alone in a room with the children. Volunteers will be required to have an enhanced DBS check without Barred List checks. See further guidance on supervision and regulated activity (KCSIE 2018 Para 161-166 Annex F)

At the school, Governors, Trustees and Board members do not generally work within regulated activity.

Staff NOT in regulated activity at Alamiyah:

- Contractors engaging in occasional work on a supervised basis
- third party service providers
- supervised volunteers
- governors - trustees and school board members unless they have a role which requires regular contact with children at the school

Disclosure and Barring Service

As a school, we seek enhanced DBS checks with barred list information under the children's workforce for successful applicants who will undertake regulated activity. Successful applicants who do not undertake regulated activity will have an enhanced DBS without the barred list information.

We request to see an original copy of the applicants DBS Certificate once it arrives in the post to the applicants home.

If a staff member has been appointed and a DBS has been initiated and is in the process but the certificate does not arrive in time for their start date then the staff member would be able to start work in a supervised capacity and the school would perform a separate barred list check.

If the school has reason to believe that an individual is barred from regulated activity then it is an offence to employ them for any sort of regulated activity.

Overseas DBS checks must be performed for staff who have lived outside of the UK for more than three months over the five years prior to appointment. However if the person worked in a school or further education institution in England in regulated activity prior to employment with no more than a three month break from ending employment to appointment at the school then there is no requirement for an overseas check or an Enhanced DBS Check (see guidance KCSIE 2018 p37-38 para 136). In this case we will obtain an Enhanced DBS and complete all pre-appointment checks but will not complete an overseas check.

'Schools are not required to obtain an enhanced DBS certificate or carry out checks for events that happened outside the UK if during a period, which ended not more than three months before the person's appointment the applicant has worked:

- *In a school in England in a post:*
 - *which brought the person regularly into contact with children or young persons;*
 - or*
 - *to which the person was appointed on or after 12th May 2006 and which did not bring the person regularly into contact with children or young persons; or*
- *In an institution within the further education sector in England, or in a 16-19 Academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons.'* KCSIE 2018 p37-38

DBS Update Service

Successful candidates who have signed up to the update service at the point of application for a new DBS can then be checked using the update service rather than initiating a new DBS check. The Update Service will allow the school to search an online database for any change to their information since the initial check. The school will check with the candidate whether they have subscribed to the Update Service. If the candidate verifies this then the school will:

- Seek the original copy of the DBS from the candidate to:
 - confirm that it matches the individual's identity
 - examine the certificate to ensure that it is the right level of check and for the right workforce

- Obtain written consent from the candidate for us to check their DBS Status on the Update Service

References and Employment History

The school requires two written references by pro forma directly from the referee to the school through a professional email address as a legitimate source of information. References will be sought prior to interview to allow for any concerns or issues to be addressed. Open references or references supplied by the candidate are not acceptable. References are obtained from the candidates current and/or previous employer and a further professional reference is also required if candidates do not have a current and previous employer. If candidates do not have a current employer then reasons for leaving previous employment or school or college will be sought from their previous employer, school or college. Personal references from friends or family will not be considered acceptable.

On receipt of references they will be scrutinised to ensure that:

- all specific questions have been answered satisfactorily
- any concerns raised or vague/insufficient information is clarified with the referee
- any discrepancies on the reference (after comparison with information provided by the candidate) are taken up with the candidate
- It has been received from a legitimate source
- Any information about past disciplinary action or allegations that are disclosed are considered carefully when assessing the candidates suitability for the post
- the reference has been signed (and stamped if applicable)

SCR

The School maintains a single central record of pre-appointment checks which includes all staff, trainee teachers, third party staff who work in the school, contractors and all members of the Trustee and School Board who act as governors and members of the proprietary body.

The SCR must contain:

1. Identity Check
2. Barred List Check
3. Enhanced DBS Certificate Details (incl. those undertaken by a third party)
4. Prohibition from teaching Check
5. Overseas Check for those who have lived or worked outside the UK including those who have lived or worked in the EEA (European Economic Area)

6. Professional Qualifications Check where required
7. Right to Work Check
8. Section 128 Prohibition Check for those in Management including Trustees/Board Members involved in Governance
9. Written confirmation with date of confirmation that checks have been performed by Agency or Third Party for staff that they supply.
10. Name of the person who did this check

The school will not retain any DBS certificates except in exceptional circumstances where there is some information which needs to be investigated. In this case the certificate will be kept for no longer than 6 months.

All other verification checks will be stored in the individual's personnel file.

Agency or Third Party Staff

The school will obtain written notification that Enhanced DBS checks have been performed for any staff member supplied by an agency or third party organisation. Notification should state that it was their organisation who carried out the checks.

Where the position requires a barred list check, this must be obtained by the agency or third party prior to appointing the individual.

Their identity and other checks are performed by the school to ensure that they are the same person for whom the checks were done.

Trainee or Student Teachers

Where applicants for initial teacher training are members of salaried staff, the school will carry out the checks. Since trainee teachers engage in regulated activity an enhanced DBS certificate including barred list checks must be obtained.

If trainee teachers are fee funded then it is the responsibility of the initial teacher training provider to carry out the necessary checks. (It is not a requirement to record fee funded trainee teachers on the SCR)

Existing Staff

If the school has concerns about an existing staff member's suitability to work with children, the school should carry out checks as if the person was a new member of staff.

Similarly if a staff member moved role from one which did not involve regulated activity to one which did involve regulated activity, the relevant checks for the regulated activity must be carried out.

The school must inform the DBS service of any staff member who has harmed or poses a risk of harm to a child or vulnerable adult on conclusion of an investigation of serious misconduct. The referral should be made when an individual removed from working in regulated activity (paid or unpaid) which could include being suspended, redeployed to work in non regulated activity or if they would have been removed had they not left employment.

There must be consideration at this point according to sections 141D and 141E of the Education Act 2002 whether the case should be referred to the secretary of state to then consider issuing a prohibition order.

Volunteers

Unsupervised volunteers undergo the same checks as staff, except the right to work checks. Volunteers will complete or obtain the following paperwork before beginning their work at school:

- Enhanced DBS check
- Unsupervised volunteers will also be checked on the barred list
- Unsupervised volunteers will also be checked on prohibition lists
- Application form with full employment history
- References
- Face to face interview

The Volunteer and Student placement Policy details the procedure for appointing students and volunteers at Alamiyah School.

Contractors

Contractors must be subject to the appropriate level of DBS check. If engaging in regulated activity then an enhanced DBS check with including barred list check should be carried out. For all other contractors who are not engaging in regulated activity but whose work provides

them with opportunities for regular contact with children an enhanced DBS without barred list information will be required.

Contractors cannot be left on site unsupervised or to engage in regulated activity if no checks have been performed. If a contractor is not checked, they must work either out of hours in a supervised capacity or be fully supervised at all times with a member of staff stationed with them.

If a contractor is self employed then they cannot apply for a DBS check, in which case the school will conduct these checks.

The identity of contractors and their staff should be checked when they arrive on site.

Visitors

Visitors do not require a DBS check. They should however have their identity checked and remain supervised on site at all times.

Alternative Provision

The school is still responsible for safeguarding children who have been placed with an alternative provision provider. It is the school's responsibility to ensure that the safeguarding arrangements are satisfactory.

Written confirmation from the provider must be received stating that appropriate safeguarding checks (usually performed by the school) have been performed on individuals working at the establishment.

Children on Work Experience

If a young person/child is provided with a placement for work experience at the school and provides opportunity for contact with children then this may be considered to be regulated activity. If the young person is over the age of 16 then an enhanced DBS check will only be performed if their work will be unsupervised and for longer than the usual 2 week period. If the child is under 16 then a DBS check cannot be performed.

The Process of Recruitment:

- Recruitment advertising must contain a Safer recruitment statement 'Alamiyah School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an enhanced disclosure check from the Disclosure + Barring Service (DBS) and a barred list check if they undertake regulated activity.'
- There is a clear Job Description for every post outlining safeguarding responsibility
- The Person Specification will include the experience, attitudes, skills, behaviours, abilities, values and qualifications required and a "safeguarding children" statement
- Application Pack contains a clear image of the school and the school's commitment to safeguarding children
- The following will be included in the application pack, Person Specification, Job Description, safeguarding statement, self disclosure form, outline of selection process, application process, reference pro forma as an example and two reference details request
- Written references will be taken up before interview or shortly after. One reference will always be from the candidate's current employer or the most last employer or educational establishment
- The interview process is conducted by at least two senior staff members, at least one of whom has completed the Safer Recruitment training.
- Gathering information and carrying out checks on a candidate is followed in every case.
- The candidate's suitability to work with children is explored at interview through direct and indirect questioning

Advertising a Vacancy

Staff are recruited through advertising through specialist teaching publications or websites (ie, TES, Montessori International) and/or the local newspapers to ensure our vacancies are open to the community at large. Current staff with appropriate qualifications and experience can apply for positions within the school.

Applications:

- CVs are not acceptable. All applicants will be required to complete an **Application form** since anomalies can be seen easily, the forms can be easily compared. Cv's can be submitted in addition to the application form with a covering letter
- Information provided at the application stage will be checked and verified using a cross checking method with more than one source to ensure that the main details provided are accurate.
- Discrepancies will be followed up before interview at the shortlisting stage.
- Self disclosure forms will not be used at the shortlisting stage since this will prejudice the candidates application.
- The application form will need to contain the following necessary information:
 - o Personal details including address
 - o Comprehensive employment history explaining any gaps
 - o Details of all relevant qualifications and training
 - o Professional references
 - o Any warnings or bind-overs which the applicant might have incurred, as positions working with children and/or vulnerable adults are exempted from the Rehabilitation of Offenders Act 1974.
 - o All applicants will be asked to declare any convictions, cautions or reprimands. This includes any convictions considered as "spent" under the Act.

Short listing Process:

- Application forms will be shortlisted using the criteria set out in the person specification and job description
- Applications will be scrutinized to identify any unexplained gaps in a candidate's application form. This will be indicated by incomplete forms and gaps in work history.
- Providing false information will result in:
 - The application being rejected
 - Summary dismissal if the applicant has been selected
 - Possible referral to the police if it relates to a criminal offence

Invitation to Interview

Applicants are invited to an interview in writing and attendance confirmed by phone.

The Interview Process

- At least one of the interviewees will hold a Safer Recruitment Training certificate.
- Pre-agreed questions will be asked on suitability in relation to the Person Specification and ability to undertake the job in addition to individual questions relating to issues which may have been highlighted in references
- **Mental and Physical Capacity** to carry out the job role and work responsibilities will be verified at the interview. (A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the role interviewed for.)
- Candidates will be asked specific safeguarding questions to check their understanding of their safeguarding responsibilities
- The safeguarding questions and emphasis on safeguarding throughout the recruitment process are designed to deter unsuitable candidates
- If a successful candidate lies about a conviction, the school can take legal action against them in the future.
- At interview the candidates attitudes, values and behaviours will be explored
Notes/answers recorded from the interview with reasons for decisions/scores.
- All teaching staff have a three stage interview process to ensure that the school is satisfied with their skills and suitability to work with children.
- Candidates are shortlisted after each stage of the interview process.

Checks conducted at formal interview stage

- **Identity:** The applicant's identity is verified with photographic proof e.g. passport, photo driving license. If applicant does not have either one of these then a passport size photograph counter-signed by the individual's Doctor, Dentist, GP, Solicitor or last employer. This photograph should be accompanied by a Birth Certificate.
- **Right to Work:** Discussion on the individual's right to work in the UK and conflict of interest to be verified on day of interview. Scrutiny of appropriate original documents usually take place on the interview day. If any originals are not present then these are verified post interview if the applicant is successful.
- **Disqualification Form:** (self disclosure form completed at the time of application and brought in to the interview)

- **Qualifications:** Academic or vocational qualifications are always verified with original certificates photocopied and maintained within the employee's personnel file.

Checks with the successful applicant post interview stage

Appointments will only be confirmed after all checks have been completed satisfactorily and the applicant can be deemed suitable.

When a candidate is successful at interview the following checks will need to be conducted for all staff engaging in regulated activity:

- **Enhanced DBS** will be carried out to ensure that the candidate has not had any previous convictions which prevent them from being suitable to work with children
- **Barred List Check**, a separate check will be carried out for staff who start work before the Enhanced DBS Certificate has been sent back
- **Qualifications** check to verify that they are indeed the person with the qualifications listed on their application and that they are suitable for the job.
- **Right to work in the UK** and conflict of interest of successful applicant to be verified and copies taken of appropriate documents.
- **Overseas Police check** will be sought from the applicant if they stayed abroad for more than 3 months over the 5 year period prior to employment.
- **2 References** will be requested using a pro forma **reference form** and obtained in order to assess the applicant's suitability to work with children. The referees should be professionals from previous employment and one should be the most recent employer of the candidate. Open references provided by the candidate will be prohibited. References must be provided to the school confidentially by the referee.
- **Prohibition Check** to check that a teacher is qualified, has QTS and has not been disqualified from teaching according to a prohibition order. Prohibition checks will cover GTCE sanctions and restrictions list, the EEA teacher sanctions or restrictions.
- **Prohibition Check Section 128:** From September 2016 a section 128 direction prohibits or restricts a person from taking part in the management of an independent school. All management have the section 128 prohibition check performed at recruitment stage.

Decision to Appoint

- Ensure that a panel is appointed to make the decision.
- Don't rely on personal judgement.

- Panel should be independent, where family members are not being interviewed.
- To ensure all necessary employment checks and references have been collected (If not already obtained and scrutinised previously).
- Send provisional offer. This will be subject to receiving full DBS clearance and the candidate providing an original copy to check.
- Send formal letter of employment once all pre-employment checks complete.
- **Medical Checks form** to be completed by the candidate after appointment. The applicant's health and medical issues are recorded after recruitment through a medical questionnaire to ensure staff medical conditions are risk assessed and appropriate measures put in place. *(It is important to note that asking questions about health issues that are not directly related to the job is not legal)*

Commencement of Employment

Any appointment made to a successful candidate including someone who has lived or worked abroad must be conditional on satisfactory completion of the necessary pre-employment checks. A suitable date for commencement is agreed once a satisfactory DBS enhanced disclosure is received and all other employment checks are complete. If the DBS checks have not come back, the candidate may occasionally start employment under supervision with a risk assessment in place. Ensure welcome/induction arrangements are completed by the manager whereby the employee completes the employment contract.

Unsuccessful Candidates

An appropriate letter will be sent informing them they have not been successful.

Probationary Period

All new staff will receive induction and training. Staff will be subject to a Probationary Period of 3-6 months. This will confirm their suitability for the post and inform future training needs. (A signed policy is available upon request) All new staff will be provided with:

- Contract and Job Description outlining their agreed role and responsibilities.
- Staff handbook outlining code of conduct and policies and procedures involving whistleblowing, grievance, staff bullying and harassment etc
- Clearly written policies and procedures relating to all aspects of the school and specifically safeguarding.

- Induction training outlining, staff conduct and processes for supervision, appraisals, monitoring, performance management and CPD where issues of safeguarding will be discussed and concerns raised.

It will be clear to all staff that all staff and management will be expected to act on concerns about safeguarding and any behaviour that falls short of the expectations required of staff.

Review of Policy

This Policy will be reviewed on an annual basis.

This policy was adopted at a meeting at Alamiyah School

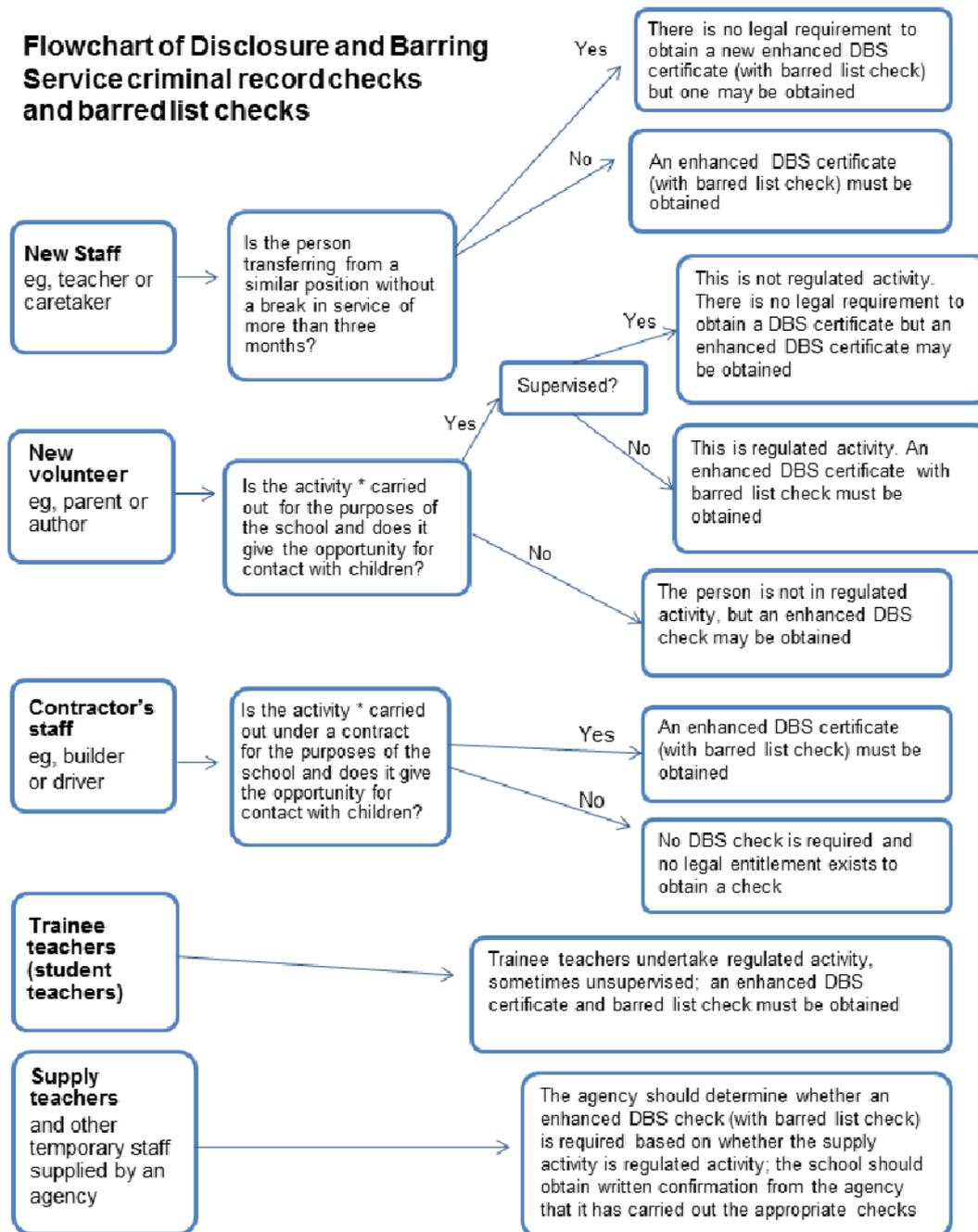
Held on:.....

Signed on behalf of the Alamiyah School:

Date of Next Review: July 2019

Appendix 1: Flowchart of Disclosure

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

<http://www.dmu.ac.uk/documents/dmu-staff/pod/people-management-handbook/dbs/disclosure-and-barring-service-procedureflowchart.pdf>

Annex A: Revision History

Date of Review: 30th August 2018

Change Type: Major

Version Control Number: 2.0

Date of Change	Page No.	Change Description	Change Type	Reason for Change	Author
30/08/18	1	Referenced Document Change: Keeping Children Safe in Education Sept 2018	Major	Update in guidance KCSIE 2018	S.Motara
30/08/18	1	Clarifying purpose of safer recruitment in introduction - 'Safer Recruitment deals with safeguarding pupils from the employment of unsuitable staff through a thorough recruitment procedure which by design helps to deter, reject or identify people who might abuse children.'	Minor	Clarity of purpose	S.Motara
30/08/18	2	Addition of prohibition check to the list of checks. When a suitable candidate has been identified and interviewed,a prohibition check,	Minor	Clarity	S.Motara
30/08/18	3/4	Insertion of paragraphs and headings on Regulated Activity	Major	Updated and more detailed guidance on regulated activity	S.Motara

30/08/18	5	Addition of section on DBS	Major	Further guidance on DBS in KCSIE 2018	S.Motara
30/08/18	6	Addition of section on DBS Update Service	Minor	Inserting further information about an existing process	S.Motara
30/08/18	6	Addition of section on references and employment history	Minor	Inserting further information about an existing process	S.Motara
30/08/18	7	Insertion of section on the SCR and third party or agency staff.	Minor	Make explicit in the policy what is done in practice.	S.Motara
30/08/18	8	Insertion of section on the Trainee or student teachers and Existing staff.	Minor	Make explicit in the policy what is done in practice.	S.Motara
30/08/18	9	Moved section on Volunteers from the end to this page and added more to clarify what vetting and checks must be done for volunteers.	Minor	Make explicit in the policy what is done in practice	S.Motara
30/08/18	9	Inserted a section on Contractors and Visitors	Minor	Make explicit in the policy what is done in practice	S.Motara
30/08/18	10	Insertion of section on alternative provision and children on work experience.	Major	Further information included here not present in original policy	S.Motara

30/08/18	12	Insertion of line about verifying mental and physical fitness and capacity.	Major	Clarification on when to seek medical and fitness information.	S.Motara
30/08/18	13	Insertion of line on Barred List Check	Minor	Process already in place this makes it explicit	S.Motara
30/08/18	13	Addition of line 'Any appointment made to a successful candidate including someone who has lived or worked abroad must be conditional on satisfactory completion of the necessary pre-employment checks.	Minor	Make explicit in the policy what is done in practice.	S.Motara
30/08/18	15	If the DBS checks have not come back, the candidate may occasionally start employment under supervision with a risk assessment in place.	Minor	Clarification around commencement of employment	S.Motara