



# **Roman Road** **Primary School**

## **Safer Recruitment Policy**

**Ratified May 2023**

**Review May 2025**

**Asif Mahmood HT / John Gordon DHT**

**This Policy is informed by and runs concurrently with Department for Schools and Families Policy of 'Keeping Children Safe in Education' September 2022.**

**This policy is equally applicable to all adults and staff working at Roman Road; in Key Stage One, Key Stage Two, Reception, Nursery, and Pre School.**

This policy also takes guidance from the Department of Education 'Keeping Children Safe in Education' 2018 and 'Working Together to Safeguard Children' 2013 which focus on inter-agency connectivity, which states - 'everyone who comes into contact with children and their families has a role to play in the safety of children'. This also links to the Teacher Standards 2012 which state that teachers, including Head Teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties..

When interviewing and recruiting staff, it is the schools paramount priority and responsibility to safeguard and promote the welfare of children. The School will also have regard to any requirements made under the Safeguarding Vulnerable Groups Act 2006 once these come into force with the intended introduction of a new vetting and barring scheme for those working with children and vulnerable adults from autumn 2008.

### **Roman Road Guidelines for Requesting References and Recruiting Staff**

- All job advertisements state that the school follows Safeguarding procedures in recruitment of staff, ie enhanced CRB/DBS checks will always be made; to defences will be sought
- Two references must be sought
- No personal references
- References should ideally be on headed paper
- References should always be the original and signed
- If they are not on headed paper, along with the signature the reference should be verified with the company stamp.
- If you use a questionnaire to request a reference, please ensure that if the questionnaire is not printed on plain paper there is a facility at the end for a signature and the referee's Company stamp is inserted
- Where a reference cannot be obtained, if the applicant is a parent of a child in the school, a teacher who knows the parent through the child may be able to help;
- Where a reference cannot be obtained, if the applicant is known to Governor of the school, possibly the parent Governor, they may be able to help

- If at interview references have not been obtained the interviewer must ask the interviewee if they have any thing to disclose in the light of the nature of the interview questions that will be asked.
- Verification of the candidate's identity (if that could not be verified straight after the interview) and right to work in the UK;
- Verification of the candidate's medical fitness
- Verification of qualifications (if not verified after the interview);
- Verification of professional status where required e.g. QTS status (unless properly exempted), National Professional Qualification for Headship (NPQH) IfL registration for FE teachers;
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- (for other posts) satisfactory completion of any probationary period.
- Examples of the reference request letter used by schools HR are attached
- If there is a significant or suspicious gap in the employment history of an applicant, further investigation is necessary. If relevant and supportive information cannot be obtained that application should no longer be considered.
- A DBS/CRB check (a check identifying previous convictions held or previous convictions) is required for all persons taking up a position of employment at Roman Road School
- An enhanced DBS/CRB check (an advanced level of check including a check on local police records to identify any additional information that may be relevant regarding a position of working with children) is required.
- When carry out interviews a member of staff trained in Safer Recruitment must be on the interview panel.

**Safer Recruitment and DBS checks in Newham Schools policy -  
Borough guidance**

**With effect from 1 December 2012 the Criminal Records Bureau Service was replaced with the Disclosure & Barring Service and therefore**

checks are now known as DBS checks (CRB and DBS have the same meaning). Following the Protection of Freedoms Act 2012 a number of changes are required to Newham School policies, for what are now called DBS (Disclosure and barring Services). In January 2013 Roman Road were alerted to the following requirements and have updated policies.

- School Workforce (teachers and support staff) - staff appointed before 1 March 2002 have been checked against List 99 but not CRB checked.(paragraph 4.20)
- All staff, appointed on or after 1 March 2002, who come into regular contact with, or have unsupervised access to children, and who have not had continuity of employment in the school or local authority, that is a break of service longer than three months, have been subject to CRB disclosure and other designated recruitment checks (The School Staffing (England) (Amendment) Regulations 2006)
- In accordance with legislation (12 May 2006), enhanced disclosures have been obtained for all new entrants to Newham and all new appointments to the school workforce, including those who have been out of the workforce for more than three months.
- In line with the Ofsted guidance (September 2012), from February 2013, if a new entrant to Newham provides an original CRB/DBS enhanced certificate and they have continuous service since the date of the check no new DBS check will be required. A copy of the certificate will be held in accordance with the policy for originals and the check number entered on the SCR.
- Overseas staff have undergone the same checks as for all other staff in schools. The head teacher has determined whether further checks have been considered necessary and, if appropriate, recorded these in the appropriate column on the SCR (paragraph 4.65). Overseas staff who have recently arrived should be asked to provide a police check from their country of origin.

### **Additional Borough Guidance**

#### **Safer Recruitment**

All staff and volunteers working with children in our school will be recruited safely:

#### **Preparation**

We will always consider the vacancy that has arisen within the context of safeguarding children and ensure that we include the responsibility to safeguard children within the requirements of the role.

We always consider carefully the knowledge skills and experience required to safeguard children and include these within a person specification.

#### Advertising

We will always advertise our vacancies in a manner that is likely to attract a wide range of applicants.

The advertisement will always include a statement about our commitment to safeguarding children and our expectation that all applicants will share that commitment.

The advertisement will state that the post is subject to a Disclosure and Barring check.

#### Applications

We will ensure that our application form enables us to gather information about the candidates' suitability to work with children by asking specific and direct questions.

We will scrutinise all completed application forms.

We will not accept CVs.

#### References

We will not accept open references or testimonials.

We will ask for the names of at least two referees.

We will take up references prior to interview and ask specific questions about the candidate's previous employment or experience of working with children.

We will follow up any vague or ambiguous statements.

#### Interviews

We will always conduct a face to face interview even when there is only one candidate.

Our interview panel will always contain at least one member trained in safer recruitment practice.

Our interview questions will seek to ensure we understand the candidate's values and beliefs that relate to children.

All candidates will be asked to bring original documents which confirm their identity, qualifications, and right to work.

#### Appointments

Our offer of appointment will be conditional on all requested checks having been returned as satisfactory.

We will refer to the Disclosure and Barring Service any person whose checks reveal that they have sought work when barred from working with children.

### Induction

We will always provide newly appointed staff with appropriate guidance about safe working practice, boundaries and propriety and explain the consequences of not following the guidance.

### Continuing Professional Development

We will ensure that all staff receive regular training in Child Protection.

### Supervision

We will always supervise staff and act on any concerns that relate to the safeguarding of children.

## **Online Pre-employment Checks**

Keeping Children Safe in Education (KCSIE) 2022 states that schools “should consider” carrying out an online search as part of due diligence on shortlisted candidates. Data protection law applies to online searches the same as any other part of the application process. Searching for, and collecting information about a candidate counts as a data processing activity. As such this activity complies with the 7 principles of data processing set out under the UK GDPR.

Roman Road Primary School conducts these checks prior to interview using “Online Pre Interview Check Form” (**appendix 1**). This checks if the candidate is unqualified for the role, poses a potential safeguarding risk, or risks damaging the reputation of the school. Roman Road will then ask candidates about any issues or concerns that come up in your search during the interview. This can avoid confusion/misunderstandings, and give them a chance to explain any inaccuracies.

The scope of the search is clearly defined and Roman Road will search the following:

### **Google search:**

‘Candidate name’  
‘Candidate name’ + ‘current school/employment’  
‘Candidate name’ + ‘previous school/employment’  
‘Candidate name’ + ‘educational institution’  
‘Candidate name’ + ‘job title’

### **Websites:**

LinkedIn  
Twitter (checked the top 10 results)  
Facebook (checked the top 10 results)  
Their current school’s website

## **Safer Practice**

We understand that all adults working in or on behalf of our school have a duty to safeguard children and promote their welfare. We aim to provide a safe and supportive environment for our children through the relationship we have with them and their parents or carers and will always seek to ensure that all adults working in our school behave in a manner that fosters this relationship.

We will ensure that all staff are clear about the expectations we have of their behaviour towards all children and that any incident that falls below our expected standards will be dealt with appropriately.

### **Governors**

Governors are not checked in their own right unless they meet the criteria set out for volunteers above in terms of their contact with children, taking account of the concept of supervision as outlined for volunteers above. All governors are required to sign a declaration of their eligibility.

### **Volunteers**

- The Protection of Freedoms Act 2012 has removed the requirement to routinely carry out DBS checks on all volunteers, however we require our volunteers and school Governors have enhanced DBS checks

### **Agency staff**

- Supply teaching agencies are required to ensure they obtain or apply for enhanced disclosures for all supply staff they recruit, before placing them in a school. Schools must have confirmation in writing from the agency that the correct checks have taken place. The school does not have to see these checks unless there is information contained in the DBS disclosure. The school has entered on the Single Central Record confirmation of relevant checks from the supply agency. The school carries out an identity check to confirm that the individual who arrives at the school is the person whom the agency intends to arrive there. If supply staff are employed directly by the school they are checked in the same way as employees. (paragraph 4.61)

### **Building Contractors**

- Children are not allowed in areas where builders are directly working for health and safety reasons so these workers should not have direct contact with children. At February 2013 the definition of Regulated Activity, which enables an application to be submitted for an Enhanced DBS check including a check of the ISA children's barred list, the work of the tradesperson must meet all of the following criteria:
- The work has to be carried out at a school regularly (once a week or more or on four days or more in a single month or overnight);

- The work has to take place regularly on the SAME school premises. For example, a trade person who works in several different schools, but only works in the same school once a fortnight, is not in regulated activity; and
- The work has to involve the opportunity for contact with children at the school. If the work is done out of hours when no children are on site, or on a part of the site which is separated from areas where children have access, it is not regulated activity
- So where a school uses a trades/maintenance worker who works (i) regularly and (ii) at the same school and (iii) has opportunity for contact with children, then this would be considered as carrying out a Regulated Activity and require an enhanced check. (Extract from CRB Service Document September 2012)
- Unless these 3 criteria are all met, the school will not require contractors to have enhanced checks.
- The guidance is followed by the Council when tendering for contractors to carry out works on the school buildings and site.
- With all contractors, the school will carry out an identity check to confirm that the individual who arrives at the school is the person whom the contractor intends to arrive there.

#### **PFI and Other Contractors**

- PFI contract staff are checked by the contractor and this requirement forms part of PFI contracts. The contractor is responsible for ensuring that the same procedures are followed by any sub-contractors. The contractor provides the LA with a list of its direct employees and those of any sub-contractors at least 20 days before they start work on site. (paragraph 4.75)

#### **Checks on other Public Sector Staff**

- Individuals such as psychologists, nurses, dentists, centrally employed teachers and other public sector staff will have been checked by their employing organisation, whether local authority, Primary Care Trust or Strategic Health Authority. It is not necessary for schools to see their DBS Certificate as appropriate checks will have been carried out. Schools check identity when an individual arrives. With regard to catering and cleaning staff employed by Newham Catering and Cleaning Services, NCCS obtain and hold details of their CRB clearance and schools will be provided with these on request. (Paragraph 4.76).

#### **Additionally**

- Please contact schools HR for further advice and guidance in respect of the above.



- For further reference please refer to Department for Schools and Families Policy of 'Safeguarding Children and Safer Recruitment in Education

## Appendix 1

**Candidate name:**

**Role shortlisted for:**

**Searcher name:**

**Date and time of online search:**

Only record information that suggests the candidate:

- Is unqualified for the role
- Poses a potential safeguarding risk
- Risks damaging the reputation of your school/trust

**Don't** include any irrelevant personal information.

**Google search:**

Search the following terms, looking at the first page of results:

- 'Candidate name'
- 'Candidate name' + 'current school/employment'
- 'Candidate name' + 'previous school/employment'
- 'Candidate name' + 'educational institution'
- 'Candidate name' + 'job title'

**Commentary**

Websites:

The candidate's name was typed into the search function of the following websites:

<b>Websites:</b>	✓
LinkedIn	
Twitter (checked the top 10 results)	
Facebook (checked the top 10 results)	
Their current school's website	

**Commentary**

**The Governors, Headteacher and Designated Staff will work together on any aspect of Safeguarding and Child Protection and Recruitment that is identified as an area for development over the coming year.**

**Our Policy will be reviewed annually with Governors.**

**This policy was agreed by the Governing Body May 2023**

**This Policy will be reviewed on: May 2025**

**Signature of Chair of Governors-----**