



# MARYLAND PRIMARY SCHOOL and CHILDREN'S CENTRE

## Safer Recruitment Protocol

*'It is vital that governing bodies and proprietors create a culture that safeguards and promotes the welfare of children in their school or college. As part of this culture, it is important that they adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges. - KCSIE 2021*

<b>SLT</b>	All senior leadership team members (SLT) will be trained and accredited in Safer Recruitment; they will be retrained every 3 years by an accredited trainer, Education Space, Newham.
<b>Governors</b>	<ul style="list-style-type: none"> <li>-Governors in maintained schools are required to have an enhanced DBS check. It is the responsibility of the governing board to apply for the certificate for any governors who do not already have one.</li> <li>-Governance is not a regulated activity relating to children, so governors do not need a children's barred list check, unless in addition to their governance duties, they also engage in regulated activity.</li> <li>-Schools should also carry out a section 128 check for school governors, because a person prevented from participating in the management of an independent school by a section 128 direction, is also disqualified from being a governor of a maintained school.</li> <li>-There is no requirement for associate members to be checked unless they also engage in regulated activity at their school.</li> <li>-At least one governor on any interview panel (from Personnel Subcommittee) will be trained in Safer Recruitment by the LA.</li> </ul>
<b>Advertising</b>	<ul style="list-style-type: none"> <li>-A maximum of 10-12 weeks will be allowed for the whole recruitment process.</li> <li>-A job description that details the skills, abilities, experience, attitude, and behaviours required for the post will be made available to interested candidates.</li> <li>-All adverts must include this safeguarding statement- <i>"The schools in this authority have a commitment for safeguarding their children . Successful candidates will be required to have a full DBS check. Please contact the school for a job description and an application pack. If shortlisted, references will be sent for, before the interview. Candidates must bring photo identification with them to the interview and prove their right to work in the UK. It is an offence to apply for the role if you are barred from engaging in regulated activities relevant to children."</i></li> </ul>
<b>Application forms</b>	<ul style="list-style-type: none"> <li>-Must be fully completed and <b>signed</b>, if not, candidates will not be shortlisted.</li> <li>-<b>All 'gaps'</b> in employment should be accounted for.</li> <li>-CVs will not be accepted.</li> <li>-Unsuccessful application forms will be destroyed after 3 months.</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>-Two references are required from all shortlisted candidates. One of the referees must be the last employer.</li> <li>-If a candidate is from an agency, employer or institution, references should be on a letter head or be stamped with a company stamp. This will be obtained <b>prior to the interview – not after</b>.</li> <li>-Second reference waiver can be decided by the HT in <b>extreme</b> circumstances. HR must be sent a waiver letter with the application form.</li> <li>-Verbal references must be followed up by a written one.</li> <li>-A character reference can be taken from someone of social/moral standing in the community for posts, such as Lunchtime Supervisor.</li> <li>-Students should have suitable tutor referees.</li> </ul>
<b>Shortlisting</b>	<ul style="list-style-type: none"> <li>-Ensure that at least two people carry out the shortlisting exercise (it is recommended that those who shortlist carry out the interview for a consistent approach).</li> <li>-Use personal spec or criteria selection to match up the candidate to the requirements of the post. Check for gaps!</li> <li>-Check qualifications and professional registrations.</li> <li>-Candidates can be asked to complete a self-declaration of their criminal records or information that would make them unsuitable to work with children.</li> <li>-Disclosures (attached in brown envelopes) to application forms cannot be opened until the person has been shortlisted. Follow this up by carrying out a DBS check.</li> </ul>
<b>Interview</b>	<ul style="list-style-type: none"> <li>-Interviews must not be carried out by one person and interviewees must be SR trained within the last 3 years.</li> <li>-Decide on the selection tool to use for the interview, e.g. verbal, role play/scenario, test, in-tray exercise and observation.</li> <li>-Design some <b>'probing' questions</b> before the interview and decide on what the acceptable response from the candidate should be.</li> <li>-Discuss the content(s) of the brown envelope with the candidate (criminal record), if applicable.</li> <li>-Discuss any convictions but be mindful that not all convictions are relevant. Make it clear at the beginning that supplementary questions will be asked.</li> <li>-Check ID documents after the interview.</li> </ul>
<b>Pre-appointment checks</b>	<ul style="list-style-type: none"> <li>-All offers of appointment should be conditional until satisfactory completion of the mandatory pre-employment checks.</li> <li>-All documents must be <b>original</b> and authorised as a copy.</li> <li>-Use more than 2 checks for ID- if possible- e.g <b>passport, birth certificate</b></li> </ul>

	<ul style="list-style-type: none"> <li>-Sickness records should not be taken into account when deciding on appointment; be mindful that trade unions frown on questions relating to attendance.</li> <li>-School must check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State.</li> <li>-School must ensure that an applicant employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State by the GTCE before its abolition in March 2012.</li> <li>-School must ensure that appropriate checks are carried out to ensure that individuals employed to work in reception classes, or in wrap-around care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualification Regulations.</li> </ul>
<b>DBS</b>	<ul style="list-style-type: none"> <li>-Disqualification and Barring Service enhanced checks (DBS) must be carried out as part of the pre-appointment protocol. Staff must be mindful that a DBS is 'just a piece of paper which is out of date on the day it is written' so schools must keep a <u>culture of vigilance</u>. DBS will bring up name changes and investigations, not just convictions.</li> <li>-Schools should have a single central record (Ofsted will check) on SIMs to include staff and volunteers. Staff moving in between Newham schools only need one DBS.</li> <li>-DBS certificate must be obtained from the candidate before, or as soon as practicable after, the person's appointment.</li> <li>-Applicant must show the original paper DBS certificate to their potential employer before they take up post, or as soon as practicable afterwards.</li> </ul>
<b>Volunteers</b>	<ul style="list-style-type: none"> <li>-Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.</li> <li>-Employers are not legally permitted to request barred list information on supervised volunteers, as they are not considered to be engaging in regulated activity.</li> <li>-Volunteers engaging in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information) unless the school or college have any concerns.</li> </ul>
<b>Agency workers</b>	<ul style="list-style-type: none"> <li>We only use accredited supply agencies. The DBS of supply staff are sent to us prior to the teacher working here.</li> </ul>