



## **GATEHOUSE SCHOOL SAFER RECRUITMENT POLICY**

<b><i>Last updated</i></b>	<b><i>updated November 2022</i></b>
<b>Governors Review</b>	<b>November 2023</b>
<b>Next Review</b>	<b>November 2024</b>

Gatehouse School is committed to Safeguarding Children through Safer Recruitment.

This policy sets down the minimum standards that will be adhered to and the procedures that will be followed in relation to the recruitment of all staff and volunteers. It is the School's intention to meet all legal requirements relating to Safer Recruitment and follow best practice advice given by the ISI, ISC, IAPS, ISBA and other organisations from time to time. This policy may therefore be reviewed at any time but not less than at one year intervals.

Ultimately it is the Board of Governors which takes responsibility for compliance with this policy but its implementation is managed, on a day to day basis, by the Headteacher and Bursar.

### **ADVERTISING VACANCIES**

Approved methods of advertising employment vacancies are:

- Word of mouth
- The School website
- Local Press
- TES Website
- TES Newspaper
- IAPS Jobs website
- Local area notice boards

All advertisements must carry the wording:

*"Gatehouse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service."*

### **APPLICATION PROCEDURE**

In all cases, applicants should be provided with a standard Gatehouse School Application Form. A copy of the form to be used can be found in Appendix A.

A completed application form must be submitted for any person to be considered for a post. CVs may

be submitted in addition to the application form but not in place of it.

### INTERVIEW PROCEDURE

The interview panel will be appointed by the Headteacher, or in the case of domestic and non-academic posts, the Bursar. At least one member of the panel must have successfully completed an accredited Safer Recruitment in Education course.

The “chair” of the proposed interview panel will determine the criteria for selecting candidates for interview in consultation with other panel members.

Where the chair has not had accredited Safer Recruitment training he or she will seek specific advice regarding the suitability of applicants from the panel member in receipt of such training.

Candidates selected for an interview should be advised that references will be taken up prior to the interview.

Particular attention should be paid, during the interview, to explaining any gaps in the applicant’s employment history.

At the conclusion of the interview process the “chair” will complete

- Form IR1 ~ Interview Record (a copy of this form can be found in Appendix B)

This form will be retained on the appointee’s HR file.

### REFERENCE CHECKS

In all cases references must be requested in respect of applicants. “Open” references and any other reference which has been provided by the applicant may not be accepted. The following standard form of reference request forms should, wherever possible, be used (copies of the forms to be used can be found in Appendix B):

- Form RR1 ~ for current or recent previous employers
- Form RR2 ~ for non employer character references and volunteers

Written references will be followed up with a telephone call to verify the authenticity of the reference.

In all cases, the referee should be specifically asked about the applicant’s suitability to work with children. Where it is not possible to obtain a written reference it is possible to accept a verbal reference but the details should be recorded in writing and held on file.

- Form RR3 ~ telephone reference

### **Online Searches during the Recruitment Process**

- The KCSIE 2022 guidance now states that education settings should consider conducting online searches as part of their due diligence during the recruitment

process. The stated aim of this is that it “may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at the interview. Gatehouse School may consider conducting online searches as part of the application process.

## STATUTORY CHECKS

Prior to confirming the appointment of any new staff member or volunteer worker, the following statutory checks must be completed:

- **IDENTITY**  
Name, address and date of birth must be verified by having sight of official documents such as passport, driving licence etc.
- **LIST 99 / BARRED LIST**  
This must be checked in all cases where the candidate will be working in “Regulated Activity” (see Appendix C for definition) before an appointment is taken up. Should the appointee be found to be on the barred list then refer to the ISA website for details of the procedure to be followed.
- **DBS ENHANCED DISCLOSURE**  
This is required for all staff. Providing the application has been submitted and the applicant’s List 99 status has been verified, an appointee may commence work for a period of up to 3 months whilst waiting for the CRB certificate to be issued. It should be made clear that the appointment is provisional upon receipt of a satisfactory disclosure. The original certificate must be presented to the Bursar for verification.
- **PROHIBITION ORDER CHECK**  
For all teaching posts it is necessary to check that the candidate’s name does not appear on the DfE list of individuals who have been prohibited from teaching. For Governors and Senior Managers (Head, Bursar and SLT members) a Section 128 check will also be carried out to verify that the individual is not prohibited from holding a management position.
- **RIGHT TO WORK**  
The appointee’s right to work in the UK should be verified. In most cases this confirmation can be obtained from examination of the appointee’s passport.
- **VERIFICATION OF QUALIFICATIONS**  
In all cases where a qualification is a requirement (teachers, nursery nurses etc.) qualifications must be verified. In the case of teachers, this information may be available via the “DfE Online” service.
- **REFERENCES**  
All references should have been received and found to be satisfactory prior to an appointment being confirmed. References should be retained on file.

- **EMPLOYMENT HISTORY CHECKS**

The Chair of the interview panel will be responsible for checking the appointee's employment history and, in particular, discovering the reason for any gaps in the employment history. This information must be recorded in the Interview Record - Form IR1

- **MEDICAL FITNESS**

All appointees are asked to make a self declaration of medical fitness:

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Form MED1 ~ Medical Fitness declaration (a copy of this form can be found in Appendix B)  
Should there be any doubt as to the medical fitness of the proposed appointee then he/she should subsequently be asked to complete:

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Form MED2 ~ Medical Questionnaire (a copy of this form can be found in Appendix B)  
Should the appointee answer "YES" to any of the questions then further advice should be sought from a medical professional.

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NB A declaration of "medical fitness" must only be requested at the time a provisional offer of appointment has been made. Requesting this information during the selection process could be a breach of employment law.

- **DISQUALIFICATION**

All appointees, but not volunteers or governors, will be asked to complete a self declaration:

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Form CD1 ~ Childcare Disqualification Declaration (a copy of this form can be found in Appendix B)

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Should the appointee answer "YES" to any of the questions then the individual may be either prevented from taking up the position or the start date may be delayed whilst a dispensation is applied for.

~ NOTES ~

*Appointment of Governors - Only statutory checks 1, 3, 4 & 5 above are required.*

*Appointment of Volunteers - Checks 1-3, 7-9 apply but only required if working in a "regulated activity". Where the volunteer is not working in regulated activity but attendance is regular (more than 3 times per month) then a risk assessment will be carried out to determine if further checks should be carried out,*

**OFFER OF APPOINTMENT**

It must be made clear in any offer of employment that the appointment is subject to satisfactory completion of all the checks outlined above. Only after these checks have been completed will the appointment be confirmed.

**COMMENCEMENT OF WORK**

An appointee must not ordinarily be allowed to undertake any duties which can be defined as “regulated activity” until all the statutory checks have been completed. At the sole discretion of the Head, and with an appropriate risk assessment in place, it may be possible to allow an appointee to start work where a DBS check has been applied for but the result has not been received. This exception would not usually apply where the appointee is to be engaged in one to one supervision of pupils i.e. peripatetic music teachers.

On or before a new staff member’s first day at work he/she will be issued with a copy of:

- the DfE publication “Keeping Children Safe in Education” including Annex A
- a copy of the school’s Safeguarding policy
- a copy of the school’s Whistleblowing policy
- a copy of the school’s Staff Code of Conduct

#### SINGLE CENTRAL REGISTER OF APPOINTMENTS

A Central Appointments Register will be maintained by the Bursar. All appointments must be recorded electronically in the HR Module of the School’s MIS.