

Safer Recruitment Guidance For NAS Schools & Services

*(To be used in conjunction with the **NAS Recruitment and Selection Policy and Procedure**)*

1. INTRODUCTION

This document is intended to be used in conjunction with the Charity's Recruitment and Selection Policy. Its purpose is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children, young people, or vulnerable adults
- identify and reject applicants who are unsuitable for work with children, young people or vulnerable adults

The guidance applies to all schools, services, and anyone else employed in a role (paid or volunteer) within the charity who may work with children, who is likely to be seen by the children as a safe and trustworthy adult and vulnerable adults. In conjunction with the charity's recruitment policy, it meets or exceeds requirements from Safeguarding Vulnerable Groups Act 2006 (England and Wales), Safer Recruitment through Better Recruitment (Scotland Foundation and Higher) and Keeping Children Safe in Education (September 2018).

2. STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of support staff in schools (including teachers, deputies and head teachers) and services. These requirements change from time-to-time and must be met.

3. THE RECRUITMENT PANEL

It is good practice to have three people in the recruitment panel. Where this is not possible, the interview panel must include the recruiting line manager and at least one other panel member. At least one member of the recruitment panel (panel member interviewing the candidates in case of assessment centres) should have completed Safer Recruitment training or should have a thorough understanding of this policy and the relevant legislations.

The Safer Recruitment training can either be arranged locally or can be accessed through NSPCC website.

4. SHORT-LISTING AND REFERENCES

4.1 Short-listing of candidates will be against the person specification for the post and any valid testing agreed for the role.

4.2 As part of the recruitment process, candidates should be asked for written information about full previous employment history including gaps in employment and HR and Recruiting Manager should check that the information is not contradictory or incomplete. A "full employment history" means a career history from the age of first employment. This information may be in the form of a CV/application form/ gap in employment form.

Information may be held electronically and must outline all periods of employment or self-employment (whether or not related to health or social care), showing beginning and end dates, (actual or approximated month and year), together with an explanation of periods of non-employment.

Individual placements within a continuous period of employment need not be listed.

4.3 Where possible, references should always be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. Referees will normally include the current or most recent employer or employers covering the last 5 years of employment. If the two references do not cover the last 5 years of employment, the candidates will be asked to provide the details of the third reference. Additional references will also be requested from **all** previous care/education employers.

4.4 References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted.

4.5 Where possible, referees should be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

4.6 Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post;
- reasons for leaving.

4.7 All employees are entitled to see and receive, if requested, copies of their employment references.

4.8 Following up references with telephone calls is good practice for all recruits and a record kept on the reference to confirm checks undertaken and by who. The person checking references should state when they checked, by what method and who they spoke to.

5. THE SELECTION PROCESS

5.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

5.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

5.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;

- to explain satisfactorily any anomalies or discrepancies in the information available to HR;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children young people and vulnerable adults.

6. EMPLOYMENT CHECKS

6.1 All successful applicants are required:

- to provide proof of photographic identity and proof of address;
- to complete an enhanced DBS disclosure application/PVG/Access NI and receive satisfactory clearance;
- In schools, Teachers must be checked to ensure they are not subject to a prohibition order issued by Secretary of State. A check of any prohibition can be carried out using the **Teachers Services system**. (<https://sa.education.gov.uk/idp/Authn/UserPassword>)
- to provide actual certificates of qualifications (not copies);
- to complete a confidential health questionnaire;
- to provide proof of eligibility to live and work in the UK;
- if the person has lived or worked outside the UK, this should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teacher Services' system. The criminal record check (CRC) (<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>) for overseas candidates also needs to be carried out, where reasonably practicable. This is not required if the applicant holds a British passport. In cases where the applicant doesn't have a British passport but has lived in the UK for over 10 years we would need to explain the rationale if we are unable to complete this check (e.g. not lived abroad since a particular date). A good character reference must be obtained for British citizens who have been in the UK for 10 years or less and non-British citizens commence.
- In schools, check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State. This includes governors if the governing body is the proprietor body for the school and such staff positions as: head teacher, any teaching positions on the senior leadership team, and any teaching positions which carry a department headship. Under the revised guidance, s.128 directions will be shown on checks made by DBS and NCTL. Schools should therefore use both methods of checking when making appointment from now on to any staff management position which involves regulated activity. It is important that when submitting application for a DBS check for such a role, that it is clearly indicated that this is the case. We must include on the DBS application form, within box 61, Position Applied for, 'Child Workforce Management of Independent School'. This allows DBS to confirm if an s128 direction has been made.

7. INDUCTION AND TRAINING

7.1 All staff who are new to our charity will receive induction training that will include the charity's safeguarding policies and guidance on safe working practices, and staff code of conduct.

7.2 Regular meetings will be held during the first 6 months of employment between the new employee(s) and the appropriate manager(s).

7.3 All staff should receive appropriate safeguarding training which is regularly updated.

8. SINGLE CENTRAL REGISTER (SCR)- For school based staff

8.1 Schools and colleges must keep and maintain a Single Central Register, the register should include:-

- all staff, including supply staff, who work at the school;
- all others who work in regular contact with children, including volunteers;
- Independent schools, including academies and free schools, all members of the proprietary body.

8.2 Information recorded on each individual must include:

- An ID check;
- A barred list check;
- An enhanced DBS check, including reference number;
- A prohibition from teaching check;
- A section 128 check (for management positions) including academies and free schools;
- Further checks on people living or working outside the UK;
- A check of professional qualifications;
- A check to establish the person's right to work in the UK;
- Whether the person is in regulated activity or not (as from September 2018).

8.3 The SCR should be available to be printed in a readable format.

9. Schools and services must obtain written notification from any agency, or third party organisation, they use that the organisation has carried out the checks on an individual who will be working at the school/service. Checks must be undertaken to ensure that the person presenting themselves for work is the same person on who the checks have been made.

Further advice and guidance on Safer Recruitment is available in

- Department of Education – Keeping Children Safe in Education, Statutory Guidance for Schools and Colleges September 2018.
- Working together to Safeguard Children March 2017.
- Health and Social Care Act (Regulated Activities) Regulations 2014
- Prohibition from management of independent schools: checking for directions (Revised guidance from 5 January 2018)