

Cedars Academy

CENTRAL RECORD OF RECRUITMENT AND VETTING CHECKS POLICY



Responsibility for Policy: HT/JR

Date policy written/rewritten: February 2022

Dates policy reviewed: March 2023

1.0 Policy Statement

Cedars Academy is committed to safeguarding the welfare of children in accordance with the “Safeguarding Children and Safer Recruitment in Education” guidance issued by the DfE in January 2007 and updated guidance from the DfE on Disclosure and barring December 2012.

Ours is a community of learning, where secure partnerships create opportunities for students, staff, governors, parents and carers alike to participate and grow to become intellectually, emotionally and socially *fit for life*.

2.0 Purpose

Safeguarding and promoting the welfare of children is an integral factor of Cedars Academy management. Robust and rigorous recruitment and selection practices helps deter or reject unsuitable applicants from gaining positions within schools and helps to ensure that the workforce is fully committed to the safe welfare of children who contribute to a safe and secure school environment.

2.1 The purpose of this policy and associated guidance is to collate principles of good practice and to provide guidance that incorporates the nationally recommended approaches to safeguarding children.

3.0 Roles and Responsibilities

The Chief Executive is responsible for the internal organisation, management and control of the Academy. However all staff and volunteers have an integral responsibility in ensuring that the Academy environment is safe and secure for children and that appropriate procedures are followed.

3.1 The Chief Executive will ensure that at least one person on the interviewing panel, has completed safer recruitment training.

4.0 Equal Opportunities

This Academy is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.

4.1 The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school regardless of gender, race, marital status, national or ethnic origin, nationality, disability, sexuality, sexual orientation, age, religion, trade union membership/non membership, status or number of hours worked.

5.0 Safeguarding Statement

Cedars Academy is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring service (DBS) checks along with other relevant employment checks.

6.0 The Recruitment Process

All new appointments to Cedars Academy are subject to recruitment and vetting checks. All members of staff at Cedars Academy are subject to the Disclosure and Barring Service (DBS). This includes agency staff working at the Academy, paid and unpaid teachers and other workers. A single central record detailing a range of checks that has been carried out on members of staff is held at Cedars Academy. Cedars Academy will ensure that any supply staff have undergone the necessary checks to assess their suitability for the post and DBS criteria have been met. The school will also ensure that any agency providing staff will have made the appropriate checks and have followed the regulations regarding disclosure information; preferably by confirmation of a contract with the organisation.

Cedars Academy will implement a range of checks to minimise the possibility of children and young people suffering harm from those whom they consider to be in positions of trust. The school will also ensure that appropriate checks and Child Protection procedures are in place for those members of staff who work with young people outside the school.

Successful applicants will be required to complete a DBS Disclosure application form. This shows the school any previous convictions held on file for a potential employee. Having a conviction will not necessarily bar someone from working in a job with children or vulnerable adults and should not be used to discount applications. The severity, nature, circumstances and timing of the conviction will need to be taken into consideration.

The main elements of the process are:

- Ensuring job descriptions/role profiles are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children
- Ensuring that the person specification includes specific reference to suitability to work with children.
- Advertising
- Using application forms to obtain and scrutinise comprehensive information about applicants
- Ensuring references are obtained that help assess applicants suitability for the post through specific focussed questions
- Conducting face to face interviews that ask appropriately robust questions
- Verification of applicant's identity
- Verification of qualifications and skills

- Verification of an applicant's previous employment history and experience
- Completion of mandatory employment checks, such as Children's List and Vulnerable Adults List and Enhanced Criminal Records check via the DBS
- Induction programmes that ensure a 'safeguarding children' culture is adopted and embedded into continuing practice
- Performance Management

7.0 Central Record of Pre Employment Checks

In addition to individual personnel files, a single central record of recruitment and vetting checks will be kept in accordance with Ofsted and DfE requirements. The record will contain details of checks on the following people:

- All staff who are employed to work at the school;
- All staff who are employed as supply staff to the school whether employed directly by the school or local authority or through an agency;
- All others who have been chosen by the school to work in regular contact with children.
- This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for students but who are not staff members, e.g. a specialist sports coach or artist.

7.1 The record of checks will be kept up to date and be readily available for Ofsted and HMI Inspections. The record will be regularly checked by the Chair of Governors and the Designated Teacher.

7.2 For the purposes of creating the record of checks for supply staff provided through a supply agency (whether local authority or commercial), the school will request written confirmation from the supply agency that it has satisfactorily completed all relevant checks. The school does not need to carry out or see the checks itself except where there is information contained in the DBS Disclosure.

7.3 Identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. Information disclosed as part of a DBS Disclosure will be treated as confidential.

7.4 The central record will indicate whether or not the following have been completed: Identity checks; Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH, PGCE, Cert Ed. Additionally, for those applying for teaching posts, registration checks with the GTC where appropriate; Checks of permission to work in the United Kingdom; DBS Enhanced Disclosure; (Children's List and Vulnerable Adults List) Further overseas criminal records checks where appropriate.

7.5 Where the governing body provides services or activities directly under the supervision or management of schools staff, the school's arrangements for staff appointments will apply. Governors will ensure that proper records are kept.

8.0 Protection of Children Act

Employees at a school who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Disclosure and Barring Service.

9.0 Monitoring and Review

The Chief executive will have responsibility for monitoring and reviewing this policy on an annual basis.

UNCRC Reference: Articles 3, 11, 16, 19, 20, 28

Reviewed: February 2022

Next review: March 2023

* The record itself is a live document covering staff currently employed