



**South Farnham Educational Trust**



The Continual Pursuit of Excellence

# SAFER RECRUITMENT POLICY

REVIEW DATE:

SUMMER 2023

NEXT REVIEW DATE:

SUMMER 2024

# 1. Introduction & Purpose

This policy has been introduced to support the Recruitment and Selection Policy within South Farnham Educational Trust and applies to all new staff, volunteers, governors and contractors. The purpose of this policy is to provide all those involved in the recruitment process with a framework to safeguard all children in the Trust and all those that work within it. Accordingly, this policy complies with the current DfE guidance 'Safeguarding Children and Safer Recruitment in Education'.

All information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. All schools within the Trust follow requirements and best practice in retaining copies of these checks, as set out below.

## 2. New staff

When appointing new staff, all schools within the Trust will:

- Verify the applicant's identity.
- Obtain an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information. A copy of this will not be held for longer than 6 months.
- Verify the applicant's mental and physical fitness to carry out their work responsibilities.
- Verify the applicant's right to work in the UK. The Trust will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards.
- Verify the applicant's professional qualifications, as appropriate.
- Ensure that the applicant is not subject to a prohibition order if they are employed to be a teacher.
- In line with the Keeping Children Safe in Education 2023 guidance, online searches are completed on all shortlisted candidates to help identify any issues that are publicly available online. The following searches will be completed:

1. Google search 'Candidate name'
2. Google search 'Candidate name' + 'current school/employment'
3. Google search 'Candidate name' + 'previous school/employment'
4. LinkedIn search 'Candidate name'
5. Twitter search 'Candidate name' (checked the top 10 results)
6. Facebook search 'Candidate name' (checked the top 10 results)
7. Instagram search 'Candidate name'
8. Current school's website search

Any concerns found will be addressed in the interview and included in interview notes.

- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent

- Check that applicant's taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state

Appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

References are sought for all short-listed candidates, including internal candidates, before interview. These should be professional references and must include the most recent employer. References are scrutinised by the Headteacher before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children. Particular attention should be paid to any gaps in employment.

At least one member of the interview panel must have completed appropriate safer recruitment training.

### **3. Volunteers**

When recruiting volunteers the Trust will:

- Obtain an enhanced DBS check with barred list information for all volunteers.
- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

### **4. Governors & Trustees**

All Governors and Trustees will have an enhanced DBS check.

All Governors and Trustees will also have a section 128 check (as a section 128 direction disqualifies an individual from being a school governor).

All Governors and Trustees will also have the following checks:

- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK
- Barred List Check if involved in regulated activity

### **5. Contractors**

The Trust ensures that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check.

The Trust will obtain the DBS check for self-employed contractors. Copies of such checks will not be held for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

The Trust will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, the Trust will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

This policy will be reviewed on an annual basis.