

Central Record of Recruitment and Vetting Checks Policy

Foreword

Effective recruitment practices form a crucial part of the protection of The Education Fellowship's more vulnerable people. The safeguarding of children and young people is paramount and The Education Fellowship is fully committed to the rigorous implementation of the Disclosure & Barring Service (DBS) requirements.

It is a statutory requirement that all new appointments to a school's workforce must have an enhanced DBS certificate under the Education (School Staffing) (England) Regulations 2009. This includes those recruited to schools from overseas, where additional checks will also be made. There is also a requirement under the regulations for schools to keep a single, central record detailing a range of checks carried out on their staff (see Appendix B).

The Disclosure checks available through the Disclosure & Barring Service are only one aspect of The Education Fellowship's commitment and procedures to ensuring that those employed in a paid or voluntary capacity are suitable individuals to work with children or vulnerable adults. A recruitment process cannot definitely identify an individual as permanently suitable to work with children or other vulnerable people.

As Sir Michael Bichard has previously indicated –

"...for those agencies whose job it is to protect children and vulnerable people, the harsh reality is that for a sufficiently devious person is determined to seek out opportunities to work their evil, no-one can guarantee they will be stopped.

Our task is to make it as difficult as possible for them to succeed..."

What is therefore required within The Education Fellowship and amongst its workforce is a continuing culture of vigilance.

The Education Fellowship expects all members of staff and volunteers to share, implement, promote, share this policy and commitment.

Introduction

This document sets out The Education Fellowship's policy towards the recruitment and retention of people who wish to work with children and/or vulnerable adults and who may have a criminal record or pose a risk to these groups. The Education Fellowship recognises that, subject to certain exceptions, those convicted of criminal offences are entitled to have "the slate wiped clean" after a certain period of time and that employment is an important factor in an individual's rehabilitation.

Under its Comprehensive Equality Policy, The Education Fellowship is fully committed to recruitment on the basis of an objective and systematic assessment of candidates against job related factors. Through the use of fair employment practices and the adoption of this policy, The Education Fellowship is committed to ensure that information relating to criminal records is dealt with in context and with discretion.

In this respect, The Education Fellowship gives assurances that it will take no account of spent criminal offences, except in relation to those occupations exempt from the provisions of the Rehabilitation of Offenders Act 1974 (ROA).

The purpose of this policy is to facilitate the protection of the public and service users, especially children and vulnerable adults as well as property/assets/staff etc. of The Education Fellowship by defining the use of criminal record information in the selection of persons involved in service delivery.

Monitoring of this Policy

The Trust and the AAB of each school will be responsible for the monitoring and implementation of this procedure in each school.

Regulated Activity

A summary of the definition of 'Regulated Activity' is as follows:

-  Unsupervised activities: teach, train, instruct, care for or supervise children or provide advice / guidance on wellbeing, or drive a vehicle only for children
-  Work for a limited range of establishments (specified places) with opportunity for contact with children: e.g. schools, children's homes, childcare premises. Not work by supervised volunteers

Work under either of these definitions has to be done 'regularly' to be classed as 'Regulated Activity'.

For volunteers who do not fall under 'Regulated Activity', a school/and or The Education Fellowship is not permitted to inquire if they have been barred from working with children. This does not prevent a School/and or The Education Fellowship undertaking an enhanced DBS certificate (although there is no longer a duty to do so).

All staff employed at any Education Fellowship School and all regular parent and governor helpers who undertake a 'regulated activity' are required to obtain an up-to-date enhanced DBS Certificate. Enhanced certificates show spent and unspent convictions and cautions. The police may also provide details of acquittals or other non-conviction information held on local police records which are relevant to the job or role being sought. Individuals are criminally responsible from the age of 10.

DBS Policy for Recruitment

We will ask for a DBS Disclosure where required under the Protection of Freedoms Acts 2012, Safeguarding Vulnerable Groups Act 2006, or section 12 of the Children Act 2004.

Ensure where a Disclosure is required that all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Undertake at an appropriate level of either Enhanced or Enhanced with a Barred List Check.

Make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

Accept a Disclosure obtained by an applicant from their previous employer in accordance with the protocols established under the DBS Update Service.

Where a Disclosure is to form part of the recruitment process, require all applicants to provide details of their criminal record at an early stage and we undertake that this information is only seen by those that need to see it as part of the recruitment process

Undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of appointment.

Ensure that sensitive personal information is held securely, and only seen by only those entitled to see it in the course of their duties. DBS Disclosures will only be stored for as long as necessary, and then confidentially destroyed in accordance with the DBS's requirements.

Information disclosed as part of a DBS Certificate will be treated as confidential. It is an offence for information in a Certificate to be passed to anyone who does not need it in the course of his/her duties. The Certificate will be kept in secure conditions and will be destroyed by secure means as soon as it is no longer needed and for a maximum of 6 months as per DBS rules. However a record will be kept detailing the date the Certificate was obtained, who obtained it (i.e. school, LA, supply agency) and the unique reference number. See section 7 for further information.

The photocopying of DBS Certificates is strictly forbidden and will not be carried out.

Not to ask for a DBS Disclosure where it would be an offence under the Police Act 1997 to do so.

Existing employee re-checks

Existing employees who have been DBS checked and who continue in a role where re-checks are required as determined either by statute or regulation will generally undertake this every three years for those employed in the Children's Workforce and five years for those employed in the Adult Workforce.

Re-checks are only required in a defined set of circumstances and these are determined a regulatory body as part of its inspection arrangements. Re-checks will be undertaken in line with predetermined requirements and those service areas where re-checks fall into this category are listed below:

-  Residential settings for children i.e. residential schools, or children's homes
-  Residential settings for adults
-  Fostering and Adoption Services

The Education Fellowship will review and amend this policy decision in accordance with any future changes in the requirements of appropriate government inspection bodies and relevant legislation. It should be noted that this does not preclude specific groups from being re-checked where regulation or statute dictate. The Education Fellowship reserves the right to ask existing members of staff in relevant positions to apply for Disclosure if their actions or activities give 'cause for concern' as set out above

In some circumstances rechecks may be requested to ensure that service areas comply with best practice, the need for such rechecks will be need to be agreed between the relevant Education Fellowship Director and The Education Fellowship's Human Resources Officer.

Volunteers

All regular volunteers who are undertaking a 'regulated activity' will require an Enhanced DBS Certificate. Where volunteers are not carrying out 'regulated activity' a decision will be taken on a case by case basis whether an enhanced DBS Certificate is required without an ISA check being carried out.

Many other volunteers fall between these two extremes and the Headteacher, will make a risk assessment and apply their professional judgement in deciding whether a DBS certificate is needed bearing in mind that an ISA check cannot be carried out for 'Non-regulated Activity'.

Supply/Agency Staff and Outside Contractors

The Headteacher must be satisfied that all supply/agency staff and regular contractors (e.g. cleaning staff employed by an outside contractor) who are supplied to work in the school, have obtained an Enhanced DBS Certificate and have satisfactory references. The Office Manager will ask supply agencies to verify in writing that they follow correct procedures and this will be held on school records.

The supply agency will be asked to confirm that the checks have been undertaken at the point of confirming the terms of the contract for supply.

If the supply staff or other member of staff is self-employed and recruited directly by the school, we will complete the same checks as for any permanently employed staff.

Overseas Teachers and Support Staff

All the regular pre-employment checks will be made on overseas staff as for other staff in a school. This includes obtaining an Enhanced DBS Certificate.

A DBS Certificate for overseas staff will not detail offences committed whilst abroad. Therefore, a school will ask staff from other countries to apply to their home police force or embassy for a certificate of good conduct, as well as from other countries where they have worked.

UK nationals returning to the UK having worked abroad will also be asked to obtain a certificate of good conduct from the country or countries in which they have worked.

Agencies providing overseas trained teachers will be asked to give confirm the procedures they follow in writing prior to anyone working at the school.

Where an applicant is from a country where criminal record checks cannot be made for child protection purposes, we will take extra care in taking up references and carrying out other checks on a person's background and will seek advice from The Education Fellowship's HR Officer.

Group's not requiring an Enhanced DBS Certificate

Examples of people who do not need to apply for a DBS Certificate include:

-  Visitors who have business with the Headteacher or other staff or who have only brief contact with children with a teacher present
-  Visitors who come on site only to carry out repairs or service equipment. If appropriate, supervision will be arranged by the Headteacher
-  Building and other contractors. Children will not be allowed in areas where builders are working for health and safety reasons so workers should have no contact with children. However we will have written confirmation that arrangements are in place with contractors to make sure that any of the contractor's staff that come into contact with children undergo appropriate checks
-  Volunteers or parents who only accompany staff and children on one-off outings or trips that do not involve overnight stays, or who only help out at specific events, e.g. school fete

- ♥ Secondary school pupils on work experience in other schools or nursery classes. The school placing the pupil will ensure that they are suitable for the placement. The host school is responsible for their supervision
- ♥ People who are on site before or after school hours when children are not present, e.g. local groups who hire premises for community or leisure activities. (Note: if children are participating in the activity during the hire period, whether pupils of the school or not, then an Enhanced DBS certificate will be required but this is the responsibility of the organisation running the event)

Situations requiring a fresh Disclosure check

A further disclosure should be undertaken in the following circumstances:

- ♥ When appointing a new employee from another employer if the applicant is not subscribed to the DBS Update Service or a Status Check indicates a new check is required
- ♥ where a school governor seeks to act as a volunteer “classroom helper” on a regular basis
- ♥ If there is a break in service of three months or more and the applicant is not subscribed to the DBS Update Service
- ♥ If The Education Fellowship, school, or employing agency/organisation has grounds for concern about an employee’s/applicant’s suitability to work with children
- ♥ Where an existing employee moves from a post working with children to one where they are working with vulnerable adults, or vice versa

Selection and Screening Process for Recruitment

A pre-employment checklist (see Appendix 1) will be used for all new staff appointed to a School.

References will always be taken up and will be obtained directly from the referee. These should be available at the interview stage. Two written references are required, the first of which must be from the current, or most recent employer if the person is not currently working. The reference request will ask for a range of specific comments related to the post, including whether the candidate has ever been the subject of a disciplinary or capability process; whether s/he meets in full the criteria for the post; and whether there is any known reason why the person should not be employed to work with children.

The recruitment panel may require additional references and to check the appropriateness of the second reference. For example, if a candidate has given a referee from a long time back in their employment history as opposed to their second most recent employer, this should be explored further with the individual. All breaks in employment history will be fully explored and discussed with the candidate or previous employers and other Agencies if appropriate.

A satisfactory medical assessment will be required before any offer of an appointment is made.

All of those involved in recruitment and selection in schools will have received appropriate training on Safer Recruitment.

School Record Keeping of Recruitment and Vetting Checks

Single Central Record

The DfE requires all schools to be able to demonstrate that they have robust and accurate records of all pre-employment recruitment and vetting checks that they have carried out. This information must be compiled into a single central record of completed checks in each school. (See Appendix B for an Example of how to record).

Individual Records

A record will be held for all individuals within the following categories:

-  All staff who are employed to work at the school
-  All staff employed as supply staff to the school whether employed directly by the school or local authority or through an agency and have regular contact with children
-  All others who work at the school who have regular contact with children. This will cover volunteers and people brought into the school to provide additional teaching or other experience for pupils but who are not staff members, e.g. a specialist sports coach or artist
-  The following people will NOT be included in the school's single central record because they are not covered by the current policy on DBS Checks
-  Those employed by contractors to the school, for example those undertaking maintenance work

-  Volunteers whose work does not involve contact with children

Supply Staff

For the purposes of creating the record of checks at our School's we will confirm with the supply agency, whether local authority or commercial, that they have been completed. It is the responsibility of the Headteacher to confirm through the providers that all necessary checks have been carried out on people who are supplied to work at our school.

The supply agency will be asked to confirm that checks have been undertaken at the point when they confirm the terms of the contract for supply.

Local Authority Staff

For the purpose of creating the record of checks, the school does not need to include information about staff engaged by the LA to work from time to time in schools, such as educational psychologists, etc. These staff will need to be covered by the LA's central record rather than that held by the school.

Information Held

The following information will be held on the school's central record:

-  Identity - name, address, date of birth, Nationality and date of appointment from photo ID and two other forms of ID
-  Qualifications - where the qualification is a requirement of the job, e.g. those posts where a person must have QTS and date checked
-  Evidence of permission to live and work in the UK
-  ISA check (if applicable);
-  DBS Certificate reference number and date the check was evidenced;
-  Pre-employment medical clearance

Details of two satisfactory employment references

Note: For volunteers only details of identity and where appropriate date of ISA check and/or DBS check is required.

Identity

For identity the information to be held is name, address and date of birth. We will ask to see original documents as proof of identify, such as a birth certificate, driving licence or passport, combined with evidence of address. Some form of photographic ID should be seen except where for exceptional reasons it is not available. Individuals should provide details of any other names by which they may have been known, i.e. maiden names or names changed by deed poll.

Qualifications

The information should record evidence of only those qualifications which are a regulatory requirement for the post concerned. For example to teach in a maintained school one must have qualified teacher status (QTS) or fall into one of the other categories. The school is not expected to include in the record of checks all the qualifications which staff have declared in their job applications, only those relevant to the job.

Right to work in the UK

For all staff the school needs a record which confirms their right to work in the UK, this should be verified where the school does not already have a record of this.

ISA check

The School is required to undertake an ISA check for individuals carrying out 'Regulated Activity'.

DBS checks

The DBS (previously CRB) started operation on 1 March 2002. Evidence of DBS check, date and number, is required for those recruited since March 2002.

Medical Clearance

Date clearance received.

Employment References

The details of two satisfactory references (see section 3.0).

XXXXXX SCHOOL
STAFF RECRUITMENT CHECKLIST

RECORD OF CANDIDATE DETAILS TO ATTACH TO PERSONNEL FILE

Name _____

Post _____

Identity Verified: _____

(Name 2 original documents seen e.g. passport,
Birth certificate etc.) _____

Essential and relevant qualifications seen:

Evidence of entitlement to live and work in the UK seen:

Appropriate Enhanced DBS Certificate received:

Date of Disclosure: _____

Satisfactory medical clearance:

Two written satisfactory references seen:

(The first reference **must** be the current or most recent
Employer and will be sourced direct from them)

Above checks undertaken by: _____

Appropriate Enhanced DBS Certificate received:

Start Date:

Signed:

HEADTEACHER

Single Central Record of Recruitment and Vetting Checks
Appendix B

..... SCHOOL	IDENTITY			QUALIFICATIONS		POLICE & MEDICAL CHECKS		EMPLOYMEN T REFERENCES
	Employee Name/ Job/Start Date	Items Verified	Documents seen	Date	Relevant Qualification documents seen (list below)	Date	Check	Clearance received/ date
Name	Name/Date of Birth			GTC Registration (Teachers) No		Enhanced CRB Disclosure No:	Yes/No Date:	Referee 1:
<u>Job Title</u>	Address					List 99	Yes/No Date:	Satisfactory : Yes/No Date Received:
<u>Start Date</u>	Nationality					Overseas Check (If appropria e)	Yes/No Date:	Referee 2:

	Right to Work in UK					Pre-employment Medical report	Yes/No Date:	Satisfactory : Yes/No Date Received:
Employee Name/ Job/Start Date	Items Verified	Documents seen	Date	Relevant Qualification documents seen (list below)	Date	Check	Clearance received/ date	Satisfactory references received/ date
Name	Name/Date of Birth			GTC Registration (Teachers) No		Enhanced CRB Disclosure No:	Yes/No Date:	Referee 1:
<u>Job Title</u>	Address					List 99	Yes/No Date:	Satisfactory : Yes/No Date

<u>Start Date</u>								Received:
	Nationality					Overseas Check (If appropriate)	Yes/No Date:	Referee 2:
	Right to Work in UK					Pre-employment Medical report	Yes/No Date:	Satisfactory : Yes/No Date Received:
Employee Name/ Job/Start Date	Items Verified	Documents seen	Date	Relevant Qualification documents seen (list below)	Date	Check	Clearance received/date	Satisfactory references received/date
<u>Job Title</u>	Name/Date of Birth			GTC Registration (Teachers) No		Enhanced CRB Disclosure No:	Yes/No Date:	Referee 1:
	Address					List 99	Yes/No Date:	Satisfactory : Yes/No Date

<u>Start Date</u>							Received:
	Nationality					Overseas Check (If appropriat e)	Yes/No Date: Referee 2:
	Right to Work in UK					Pre- employe nt Medical report	Yes/No Date: Satisfactory : Yes/No Date Received: