

Frank Field Education Trust



Safer Recruitment Policy

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Approved by CEO:

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Approved by Chair of Trustees:

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Frank Field
Education Trust

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1. INTRODUCTION TO THIS POLICY DOCUMENT

The purpose of this policy is to provide absolute clarity for all staff and volunteers at Frank Field Education Trust on our shared responsibilities in safeguarding our pupils, and what is expected of all adults who work with children, in terms of professional conduct. The Policy will detail safer recruitment practices for all. It is important that all staff read this policy and ensure that it is followed for all Academy recruitment.

This policy reflects the current Government guidance in Keeping Children Safe in Education (2019), Working Together to Safeguard Children (2018) and Disclosure and Barring Service (DBS): guide for academies (July 2013). This Policy is also compliant with the DfE guidance on teacher misconduct; the prohibition of teachers (2015) and Disqualification under the Childcare Act (2006); statutory guidance for local authorities, maintained schools, independent schools, academies and free schools (Department for Education, February 2015).

2. LINKS WITH OTHER POLICIES

This Safer Recruitment policy has obvious links with the wider safeguarding agenda and, specifically, all policies that make up the safeguarding suite of documents. It should be read in conjunction with the Safeguarding Policy, Managing Allegations against Adults who Work with Children Policy and the Staff Disciplinary Policy. When ratifying or reviewing the policy, other relevant policies should be considered accordingly.

3. PURPOSE OF THE POLICY

The safe recruitment of staff and volunteers is the first step to safeguarding and promoting the welfare of children at Frank Field Education Trust. Teachers are the single most important factor in a child's education and the overwhelming majority are highly competent and effective.

Our Principals and Board of Governors members are responsible for managing teachers in relation to their competence and conduct, and for taking action to address misconduct in our Academies.

Our Academy is committed to safeguarding and promoting the welfare of all children and we expect all staff and volunteers who work within our Academy to share this commitment.

This policy sets out clear systems and procedures for the recruitment of all paid and unpaid staff within Frank Field Education Trust. It also clearly outlines each Academy's responsibility to maintain a single central record at each academy.

The guidance aims to:

- outline the responsibility of the local Governing Body;
- outline the responsibility of the Principal, and other managers, involved in the recruitment process;
- outline the recruitment process for all Academy posts;
- ensure that the appropriate checks are carried out on new staff;
- outline the induction process for new staff and volunteers;

- ensure that the Single Central Record (SCR) is maintained in line with DfE guidelines.

4. JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

All job descriptions and person specifications for Academy posts will be reviewed and approved by the Principal prior to advertising and will include a summary of the key responsibilities of the post.

All job descriptions and person specifications will refer to the individual's responsibility to be committed to the safeguarding and welfare of children.

5. APPLICATION FORM AND INFORMATION FOR CANDIDATES

Frank Field Education Trust uses a standard FFET application form for all posts. Each Academy will not accept CV's in place of a completed application form. The Academies require prospective candidates to account for any gaps in employment history on the application form.

Prospective applicants will be provided with an information pack that will include:

- an FFET application form;
- the role's specific job description and person specification;
- a copy of this Policy;
- a copy of the Safeguarding Policy;
- a copy of 'Keeping Children Safe in Education' guidance for teachers.

6. RECRUITMENT SELECTION AND PRE-EMPLOYMENT VETTING

6.1 Short listing

All fully completed applications received will be scrutinised solely against the person specification and job description.

Any discrepancies in the data provided will be highlighted and any gaps in employment history flagged at this point for reviewing by the Principal. All FFET academies will only consider fully completed application forms and will not consider CV's that are submitted in place of the FFET application form.

Academy staff and LGB members who have been involved in the short-listing process will normally be involved in the face-to-face interviews of short-listed candidates.

6.2 References

Frank Field Education Trust will request at least two written references for all shortlisted candidates prior to interview. The exception to this is when a candidate has specifically requested that this is not done on the application form. In these cases, references will be called for immediately after interview and prior to an offer of employment being made.

A standard FFET reference proforma will be used to ensure the following information is outlined: ***(please amend the list below to fit your current reference proforma)***

- the post that the candidate is applying for;
- nature of the referee's relationship with the candidate;
- if the referee is satisfied of the candidate's suitability to work with children and, if not, details of any concerns;
- the candidate's current post and salary;
- performance history and any formal action/capability procedures within the last two years;
- any current disciplinary procedures;
- details of any allegations or concerns that have been raised in relation to the safeguarding of children and the outcome of these;

All FFET Academies will ensure that the following checks are undertaken for all recruitment (please note that this applies to external and internal candidates):

- scrutinise application forms and references to ensure previous employment history is accurate and complete. Any discrepancies will be raised with the candidate at interview;
- if a candidate for a teaching post is not currently teaching, the most recent employer will be approached to confirm details of employment and their reasons for leaving;
- references will be requested by the Academy directly to the referee;
- a reference from the current employer will always be requested;
- should any concerns or gaps in information arise, the referee will be contacted directly to provide clarification;
- any discrepancies or concerns will be raised with the candidate at interview;
- any information regarding past disciplinary action or allegations will be considered carefully by the Academy.

6.3 Interview

Frank Field Education Trust always conducts face-to-face interviews for any Academy post. All candidates will be asked the same pre-agreed questions and the panel will be expected to take notes of candidates' responses to inform their recruitment decision, and to provide accurate feedback to candidates following interview.

Interview questions will be specific to the role. A specific question relating to safeguarding will be asked to all candidates at all Academy interviews. Any pre-identified gaps in employment will be discussed at interview.

All Academies will always seek to have three interview panel members. One panel member **must** have completed safer recruitment training, one panel member will be a member of the Senior Leadership Team, or a staff member with leadership responsibility, where appropriate.

The Academy values the voice of its students, as such students may be asked to form a student panel where appropriate. The Academy feel that this is particularly important when appointing leadership roles. The Academy would expect all teaching and pastoral candidates to participate in an activity with students, or teach a lesson as part of the recruitment process.

7. PRE-APPOINTMENT CHECKS

Once a successful candidate has been identified, the Trust/Academy will make an offer of appointment. The appointment will be conditional upon the completion of the following statutory checks:

- verification of the candidate's identity from current photographic ID and proof of address;
- the Trust/Academy have obtained an enhanced DBS check, with barred list information, where the member of staff will be participating in regulated activity;
- the Trust/Academy will ensure that a candidate employed as a teacher is not subject to a prohibition order;
- The Trust/Academy will ensure the candidate's fitness to teach under section 60 of the Equality Act;
- verification of qualifications, professional status and completion of statutory induction period where relevant;
- verification of the candidate's right to work in the UK. If the candidate has worked outside of the UK, the Trust/Academy will undertake additional checks as appropriate.

Copies of all documentation for the successful candidate will form the basis of the new member of staff's personnel file.

8. NOTIFYING UNSUCCESSFUL CANDIDATES

All candidates will be contacted, as soon as is reasonably practical, to inform them of the outcome of the process. This feedback will normally be by telephone conversation. Feedback will be offered to all candidates at this time.

All information in respect of unsuccessful candidates will be held by the Academy for 6 months. Following this period all information will be securely destroyed.

9. DBS CHECKS

The Disclosure and Barring Service (DBS) is responsible for deciding whether an individual should be barred from working with children and vulnerable adults, and for maintaining lists of those individuals who are deemed to be unsuitable (Barred List).

All FFET Academies will follow the Disclosure and Barring guidance for all appointments.

A DBS certificate will be obtained from the successful candidate as soon as practicable after appointment.

For all staff who are undertaking regulated activity, a DBS check with Barred List will be obtained. This will include ensuring compliance with disqualification by association

requirements set out in Disqualification under the Childcare Act (2006): statutory guidance for local authorities, maintained schools, independent schools, academies and free schools. (Department for Education, February 2015).

A formal offer of employment will not be issued until these checks are completed and deemed satisfactory.

10. PROHIBITION ORDERS

A prohibition order means that the person concerned is not allowed to undertake unsupervised teaching work in schools or other settings. Prohibition orders are made by the Secretary of State. Where an individual is prohibited, their details will appear on the Prohibited List administered by the Teaching Regulation Agency (TRA). All FFET Academies will access information relating to prohibition orders via the Employer Access Online System and record this on the Academy's Single Central Record (SCR).

This check ensures that a teacher is not prohibited from teaching and has been a statutory requirement since April 2014, but there is no requirement to retrospectively check teachers who commenced their current employment prior to that date. Existing staff will have been checked in line with previous guidance for checking QTS status. Further information is in the TRA publication "Teacher misconduct: the prohibition of teachers". **Any candidate with QTS should be checked, even if they are not being recruited to a teaching post. The prohibited list must be checked before the person commences in post.**

Using the TRA's Employer Access Online System, you can check whether a teacher you are considering employing has:

- qualified teacher status (QTS);
- completed their induction;
- a mandatory qualification for teachers of hearing impaired or visually impaired pupils;
- an active teaching restriction;
- been the subject of a decision by the Secretary of State not to impose a prohibition order for unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence;
- been prohibited from teaching;
- been prohibited under Section 128 from taking up a senior management position in an independent school (including an academy or free school). This check should also apply to members of the central team who are in leadership roles;
- been subject to any teaching sanction in any other European Economic Area country;
- a suspension or conditional order imposed by the General Teaching Council for England that is still current;
- failed their induction or probation period.

The individual's teaching record should be printed off and placed in their personnel file and the date of the check must be recorded on the Academy's Single Central Record. Under no

circumstances should anyone in teaching work commence work without the check having been undertaken.

Please note: The prohibition order check is different to the barred list check operated by the DBS. Some new appointments will require an enhanced DBS check, a barred list check and a prohibition order check.

11. DISQUALIFICATION

The following section is only applicable to staff in the following settings:

- Early years (including reception classes) and nursery settings;
- Staff working with children under the age of eight, including before and after school provision;
- Staff who are directly concerned with the management of the above provisions.

The Trust/Academy will follow the guidance set out in 'Keeping Children Safe in Education, childcare disqualification requirements – supplementary advice 2014' to ensure that the appropriate checks are made at the time of short listing.

12. INDUCTION

FFET is committed to ensuring that all new staff and volunteers will have a robust induction programme suitable to their role.

At all FFET Academies the induction process will include;

- School tour;
- provision of a staff handbook, including details of all relevant school policies;
- Health and Safety induction;
- Training in appropriate IT systems
- Access to training opportunities commensurate with the role;
- Safeguarding children training and reading a copy of Keeping Children Safe in Education (2019);
- An opportunity for new staff to share concerns or ask questions in relation to their role.

13. EXIT INTERVIEWS

Upon leaving the Trust, all staff will be offered an exit interview. This process will be confidential and will enable the member of staff to record their reasons for leaving in a formal manner.

Standard FFET forms will be utilised for this process and stored in the personnel file.

14. SINGLE CENTRAL RECORD (SCR)

Each Academy has a statutory duty to maintain a Single Central Record. The Single Central Record covers the following people:

- all staff, including supply staff, who work in the Academy;
- all others who work in regular contact with children in the Academy;
- all members of the trust and LGB body.

The following data is recorded in the Single Central Record of each FFET Academy:

- an identity check;
- a barred list check;
- an enhanced DBS check, and reference number;
- a prohibition from teaching check;
- a section 128 check;
- a check on professional qualifications;
- a check to establish the person's right to work in the UK;
- further checks on people living or working outside of the UK.

In each case the Academy will record:

- whether the check has been carried out or not;
- what certificates/documentation were obtained;
- The date on which the checks were completed;
- The expiry date of any checks (where applicable).

A copy of all documents will be held in the personnel file; however, there is no requirement for the Academy to keep copies of the DBS certificate.

Each Academy will maintain up to date records in line with the Education (Independent school Standards) (England) Regulations 2010.

Each member of Academy staff will have a personnel file which will contain all relevant information. This file will be created at the point of employment by the Academy and will be kept up to date by the HR Department. The file will be held for six years following resignation and for six years in the case of retirement or ill health.

In the case of a disciplinary matter the personnel file will be held securely indefinitely with controlled access by approval of the Principal.

15. FFET PROCEDURE FOR ADDITIONAL CHECKS

15.1 Individuals who have lived and worked outside of the UK

In cases where candidates have lived and worked outside of the UK, the Academy will undertake additional checks to ensure that any relevant events that have occurred outside of the UK can be considered. The Academy will obtain a check on the applicant's criminal record from the relevant authority in that country. The Academy will ensure that it complies with the latest guidance on overseas criminal record checks provided by the Home Office.

15.2 Right to work in the UK

Each FFET Academy will ensure that it complies with the latest guidance on the employment of overseas trained teachers issued by the DfE.

It is a legal obligation that every employer in the UK verifies whether a potential employee has the right to work in the UK:

- Step 1 – you should ask for, and be given, an acceptable document, or combination of documents. Only original documents must be accepted;
- Step 2 - you must take all reasonable steps to check that the document is genuine and to satisfy yourself that the holder is the person named in the document. You should also check that the document allows them to do the work in question. If you are unsure, you can contact the Home Office employer helpline on 0300 123 4699;
- Step 3 - you must take and retain a copy of the document, in a format which cannot later be altered. Make a note of the date on which you took the copy, and the person who saw the original documents.

Further information can be found at <https://www.gov.uk/check-job-applicant-right-to-work>, with a helpful step-by-step checking process at <https://www.gov.uk/legal-right-work-uk> and detailed information and guidance

Failure to meet legal requirements can attract a fine of up to £15,000. If further support is required, please contact the FFET Human Resources

15.3 Agency staff

All agency staff at Frank Field Education Trust will be prohibited to commence work until written confirmation of the individual's Enhanced DBS disclosure number and certificate issue date, and a clear barred list check and date of clearance is received from the agency.

Agency staff will be required to provide the following to the Academy:

- DBS number and disclosure date;
- evidence of the right to work in the UK;
- photographic ID combined with a copy of their DfE Teacher Reference Number;
- references.

15.4 Contractors

All FFET Academies will ensure that all contractors undertaking work on Academy sites have the appropriate level of DBS check. At no time will contractors have unsupervised access to children without an enhanced DBS check in place.

All contracted staff will be issued with a daily pass clearly identifying them as a contractor. The pass will contain details of the company name, individual's name, date and time of entry to the building.

All FFET Academies will make DBS applications for self-employed contractors on their behalf

15.5 Trainee teachers

All FFET Academies are committed to supporting student teachers. In cases where applicants are salaried by the Academy, the Academy will undertake all necessary pre-appointment checks.

Where student teachers are placed within the school by an initial teacher training provider, it is the responsibility of the provider to undertake all necessary checks. However, it is the responsibility of the Academy to be satisfied with these checks and to update the Single Central Record.

15.6 Existing staff

If concerns are raised about an existing member of staff's suitability to work with children, the Academy will follow the Trust's Managing Allegations Policy and undertake relevant checks where necessary.

15.7 Volunteers

All volunteers working within the Trust are subject to the same checks as employees. Under no circumstances will a volunteer be allowed to undertake unsupervised regulated activity.

Where volunteers are recruited by another party, the Trust/Academy will request written evidence that appropriate checks have been undertaken.

15.8 Work experience

The Trust /Academy has policies and procedures in place to ensure the safety and protection of children undertaking work experience. The Trust/Academy will follow the guidance in Keeping Children Safe in Education 2019, with respect to work-based/Voluntary learning.

15.9 Visitors to Trust schools

The Trust /Academy will adhere to the procedures outlined in the Safeguarding Policy.

15.10 Board members

The Chair of the FFET Board has an enhanced DBS check which is countersigned by the Secretary of State. It is the Chair's responsibility to ensure that enhanced DBS checks are carried out for all other Board members. These checks must have been completed before a Board member takes up his/her position, or as soon as practicable thereafter.