



Safer Recruitment Policy and Procedures Goodwyn School (including EYFS)

Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of all children. Goodwyn School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in, the roles they undertake.

We recognise the value of, and seek to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. We are committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

In line with the 1976 Race Relations Act we will not discriminate against anyone on the grounds of their sex, race, colour, religion, nationality, ethnic or national origins. Additionally, the school works diligently to guard against discrimination in relation to the Protected Characteristics covered by Equality Act 2010.

Please see our Equal Opportunities Policy and Accessibility Plan for further information.

Policy aims:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2020 (KCSIE), and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- to provide a good practice framework to comply with the principles set down in the school's Equal Opportunities Policy.

All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to

- declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent.
- have an Enhanced DBS disclosure.

We are committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position in our school.

Recruitment approach

We:

- implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role. The details of these checks and procedures are covered later in this policy.
- keep and maintain a single central register (SCR) of recruitment and vetting checks in line with Department for Education (DfE) requirements.
- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We monitor the compliance with these measures.
- require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and penalty.

Roles and responsibilities

It is the responsibility of the Senior Leadership Team (SLT) to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE and KCSIE guidance and legal requirements.
- Monitor the school's compliance with them.

It is the responsibility of the SLT and other managers involved in recruitment to:

- Ensure all recruitment is conducted in line with our Equal Opportunities policy.
- Ensure the school operates safe recruitment procedures and makes sure all

appropriate checks are carried out on all staff and volunteers who work at the school.

- To monitor contractors' and agencies' compliance with this document
- Promote the welfare of children and young people at every stage of the procedure.

It is the responsibility of all potential and existing workers, including volunteers to:

- Comply with this document.

It is the responsibility of all contractors and agencies to:

- Comply with the safe recruitment pre-employment checks.

Staff Recruitment Procedures

Vacancy arises	Precise job role, advert wording and approach agreed
Advertising	<p>To ensure equality of opportunity we advertise all vacant posts to encourage as wide a field of applicants as possible. This would normally involve an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.</p> <p>Advert makes clear a DBS check will be required.</p> <p>Potential candidates will be supplied with a full job description, explanatory notes about completing the form and the recruitment process and our Child Protection Policy Statement</p>
Application	<p>To achieve a consistent approach, we use the School's standard application form. CVs are not accepted.</p> <p>This also requires candidates to account for any gaps or discrepancies in their employment history. Where an applicant is shortlisted, these gaps will be discussed at interview.</p> <p>Applicants are made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies. For regulated roles it also advises applicants that it is an offence to apply for such a role if they are barred from engaging in regulated activity relevant to children.</p> <p>See Appendix 1 for example of application form.</p>
Shortlisting	<p>Applications are reviewed and appropriate candidates selected for interview based on best match to the job description, experience and suitable qualifications.</p> <p>Interviews are tailored to the specific job. For example, teachers will be asked to deliver a classroom based lesson in addition to an interview with a panel of the Senior Leadership Team.</p> <p>Candidates are asked to bring their qualification certificates relevant to the job role.</p> <p>Interview notes are retained for 6 months prior to shredding allow us to deal with any recruitment/employment complaints and to comply with the applicants right under the Data Protection Act 2018 to access information held about them via a Subject Access Request (SAR).</p>

<p>References</p>	<p>References are obtained for shortlisted candidates prior to interview to allow any concerns raised to be further explored with either the referee or the candidate.</p> <p>A minimum of two references will always be sought from with one from the applicant's current employer and from the relevant employer from the last time they worked with children if they are not currently working with children</p> <p>Open references or testimonials are not acceptable, only references from a trusted authoritative source (in a position to be aware of any issue) are acceptable. We specifically ask about the referee's relationship to the candidate and whether they are completely satisfied that the candidate is suitable to work with children and if not the reasons why.</p> <p>We confirm any electronic references originate from a legitimate source.</p> <p>See appendix 3 for example of reference request letter.</p> <p>References are compared to application forms to ensure the information provided is correct. Any discrepancies are taken up with the applicant.</p> <p>Any information about past disciplinary action or allegations is considered in the circumstances of the individual case. Historic cases in which an issue was satisfactorily resolved or require disciplinary action may not be a cause for concern. Whereas more serious, recent or repeated concerns or allegation are likely to cause concern.</p> <p>Any concerns must be resolved satisfactorily before the candidate starts.</p>
<p>Criminal record self-declaration</p>	<p>Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Having a criminal record will not necessarily prevent candidates from taking up employment with the schools. Instead, the school will assess each case on its merits.</p>
<p>Interviews</p>	<p>Interviews are tailored to the specific job. For example, teachers will be asked to deliver a classroom based lesson in addition to an interview with a panel of the Senior Leadership Team.</p> <p>Candidates are asked to bring their qualification certificates relevant to the job role.</p> <p>Interview notes are retained for 6 months prior to shredding to allow us to deal with any recruitment/employment complaints and to comply with the applicants right under the Data Protection Act 2018 to access information held about them via a Subject Access Request (SAR).</p>
<p>Job Offer (subject to final checks)</p>	<p>Successful candidates will be offered the job subject to final checks and are asked to bring in all appropriate documents, information and consent to perform a DBS and other checks appropriate to the job role.</p> <p>See Appendix 2 for example letter.</p>

<p>Further checks</p>	<p>All other checks in line with current KCSIE and DfE regulations and guidance are conducted. These are tailored to the individual and job role based on whether they will be working in regulated activity, management and their previous employment.</p> <p>Staff not directly employed by the school e.g. contract cleaners, depending upon the nature of the role and type of employment, are subject to a similar recruitment checking process as for directly employed staff including pre-appointment checks. We will request written notification from any agency, contractor or third-party organisation that the organisation has carried out the checks. We will check the identity of any such individuals.</p> <p>See Appendix 4 for detail of checks conducted.</p>
<p>Formal job offer and contract</p>	<p>If the job is accepted and all the appropriate pre-employment checks are satisfactory a formal job offer is made together with copies of the formal contract and job description which are signed by both the candidate and the Principal.</p> <p>In unusual circumstances employment may commence prior to receiving the DBS check provided that this has been applied for, a satisfactory check of the barred list if the person is working in regulated activity and appropriate safeguards based on a risk assessment are in place.</p>
<p>Record Keeping</p>	<p>We retain certain information on staff personnel files for all successful candidates including:</p> <ul style="list-style-type: none"> • Application form • References • Relevant qualifications • Medical declaration • Proof of identification • Signed contract and job description <p>In line with DfE requirements we also keep and maintain a single central record (SCR) of all recruitment and vetting checks. The SCR includes all employed staff, volunteers, contractors (e.g. cleaners), and those who provide additional teaching or instruction for pupils but who are not staff members e.g. peripatetic music teachers and visiting therapists.</p>

<p>Last updated</p>	<p>October 2021 (Refreshed November 2021)</p>
<p>Reviewed by</p>	<p>SLT</p>
<p>Next Review</p>	<p>October 2022</p>

Appendix 1 – Example application form

Appendix 2 – Example job offer letter (subject to references)

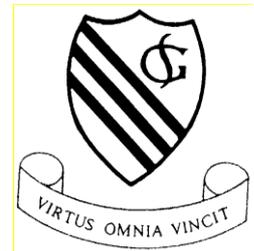
Appendix 3 – Example reference request letter

Appendix 4 – Detail of recruitment and vetting checks

APPENDIX 1 – Example Application Form

Goodwyn School

Hammers Lane, Mill Hill, London NW7 4DB.
Telephone: 020 8959 3756 Fax: 020 8906 8961
Email: admin@goodwyn.barnet.sch.uk
Website: www.goodwyn-school.co.uk



APPLICATION FORM

CONFIDENTIAL

Position applied for:

PLEASE COMPLETE THIS FORM BY HAND IN **BLACK INK** AND RETURN TO:
MR S W E ROBERTSON, PRINCIPAL, GOODWYN SCHOOL, HAMMERS LANE, MILL HILL, LONDON NW7 4DB

Title:..... Address:

Surname:

Forenames:.....

Telephone numbers: Post Code.....

Home: Email address:

Daytime: Ni No.:

Mobile: DFE/TRN No.

Marital Status:..... Present Salary:

Nationality: Teachers' Spine Point:

Place of birth: Additional Allowances.....

Are you currently eligible for employment in the UK? YES / NO

Number of children if any: Preferred Teaching Group:

Any other dependents: EYS KSI KSII

.....

EDUCATION AND QUALIFICATIONS

Dates of attendance	Name of school, college, university	Qualification and awarding body – GCSEs, A Levels, degrees (if appropriate)	Grades or attainment level

Please give details of any other relevant technical or professional development, training or qualifications not listed above. This may include in-service training or evening courses.

Dates	Subject / Area of development	Organisational body (if appropriate)	Qualification (if appropriate)

Please continue on a blank sheet if necessary.

EMPLOYMENT HISTORY

Please provide details of all employment and activities since leaving full-time education, starting with your current employer. Please note, there should be no unaccounted gaps. (See next section)

Employer Name, Address and phone No.	Position held and key responsibilities	Dates From/to	Reason for leaving

Gaps in Employment

Please provide details of any gaps in employment e.g. Sabbatical year, looking after children

From	To	Reason

Please continue on a blank sheet if necessary.

Other work (paid or voluntary), activities, experience and interests

Please provide details of any other work, experience, skills, interests or training which you feel is relevant.

About you

In brief (for further discussion at interview) please specify what motivates you and what you feel are your qualities?

Why are you attracted to this job and what do you feel you are able to offer?

OTHER AREAS OF THE CURRICULUM

Do you speak or read a foreign language? YES / NO

Details:

Do you play a musical instrument? YES / NO

Details:

Any other area in which you might have an interest
e.g. Science, Geography, Maths, Art etc. YES / NO

Details:

GENERAL

Do you belong to any professional organisations? YES / NO

Details:

If offered the position do you intend to work in
any other capacity? YES / NO

Details:

Other activities and interests YES / NO

Details:

REFERENCES

Please provide the names and contact details of three people to whom we may apply for references. One of these must be your current or most recent employer. If your current or most recent employment does/did not involve working with children then your second referee should be your employer with whom you most recently worked with children.

References are usually taken up on all shortlisted candidates prior to interview. We may also telephone your referees in order to verify the reference they provided if appropriate.

Referee 1

Name

Position:

Organisation.....

Address

.....

.....

Post Code.....

Phone No:

Email:

May we contact prior to interview YES / NO

Referee 2

Name

Position:

Organisation.....

Address

.....

.....

Post Code.....

Phone No:

Email:

May we contact prior to interview YES / NO

Referee 3

Name

Position:

Organisation.....

Address

.....

.....

Post Code.....

Phone No:

Email:

May we contact prior to interview YES / NO

Please state the name by which you are known to your referee if different from that on page 1 of the application form.

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (2013 AND 2020)

The school is a member of the Disclosure and Barring Service (DBS) and because the nature of the work you are applying for is included in the excepted types under the Safeguarding Vulnerable Groups Act 2006 (SVGA 2006) you are required to hold an enhanced DBS disclosure if you are successful in your application. Employment with the school is conditional upon the school being satisfied with the result of the Enhanced DBS Disclosure.

Any criminal records information that is disclosed to the school will be handled in accordance with any guidance and/or code of practice published by the DBS. We will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the school to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Having a criminal record will not necessarily prevent you from taking up employment with the schools. Instead, the school will assess each case on its merits.

RECRUITMENT

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of all children. Goodwyn School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in, the roles they undertake.

We recognise the value of, and seek to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. We are committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

In line with the 1976 Race Relations Act we will not discriminate against anyone on the grounds of their sex, race, colour, religion, nationality, ethnic or national origins. Additionally, the school works diligently to guard against discrimination in relation to the Protected Characteristics covered by Equality Act 2010.

Further detail is provided in our Safeguarding & Child Protection, Safer Recruitment and Equal Opportunities policies and our Accessibility Plan which can be found on the school's website.

HOW WE USE YOUR INFORMATION

We will use the information which you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people). Further information on how the school uses personal data is set out in the school's Data Protection Policy, which can be found on the school's website.

DECLARATION

I authorise the school to obtain references to support this application and release the school and referees from any liability caused by giving and receiving information.	YES / NO
I am physically and mentally able to undertake the post, as described in the job specification	YES / NO
I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children and understand that it is an offence to apply for a regulated role working with children if I am barred from doing so.	YES / NO
I confirm that the information on the form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.	YES / NO

Signature: **Date:**

Appendix 2 – Example job offer letter (subject to references)

STRICTLY PRIVATE & CONFIDENTIAL

Address
Address
Address

SWER/GCH/pg
Date

Dear *Name*

I am pleased to offer you the post of *{insert post}*, at Goodwyn School, subject to all necessary checks, references and DBS clearance, from *{insert date}*.

Find enclosed a Job Description and Contract of Employment. Your contract will give you details of salary and hours you will work. Please read the contract carefully and if you wish to discuss any issues contained in it, please do not hesitate to contact me.

If you are in agreement with the terms set out in the contract and job description, would you please confirm by returning the signed copy of both, back to the school, at your earliest convenience.

We will need you to present yourself to the school with documentation of evidence of yourself to complete a DBS check. Please contact Mrs Hobden to book a time and day. The following will be required. Photocopies will not be accepted:

- Current Passport (plus proof of right to work in the UK, if a non-UK passport)
- Current Driving License
- Alternative current photo ID evidence If Passport or Photo card Drivers License is not available
- Birth/Adoption Certificate if available
- Financial Statement (these must be in your name) – Mortgage statement (within 12 months) /Bank or Building Society (within 3 months)/ P60 (within 12 months) /Council Tax (within 12 months)/Utility Bill within 3 months (required as evidence of your current address)
- All addresses from the last 5 years
- Evidence of your change of name, the date it was changed, and all previous names (if applicable)
- All qualification certificates – copies will be held in your file
- For applicants who have worked overseas a letter from the professional regulating authority in the country (or countries) in which you have worked confirming that they have not imposed any sanctions or restrictions and or that they are aware of any reason why you may be unsuitable to teach. Additionally, a criminal records check from the country or countries in which you have lived.

I hope your stay at Goodwyn will be happy and fulfilling. I look forward to speaking with you in the near future.

Yours sincerely

S W E Robertson
Principal

Enc

Appendix 3 – Example reference request letter

HAMMERS LANE, MILL HILL, LONDON, NW7 4DB

Tel: 020 8959 3756

Fax: 020 8906 8961

Email: admin@goodwyn.barnet.sch.uk



REFERENCE FORM

Date of request:.....

Candidate's Name:		
Post applied for:		
Name of Referee: <i>If current employer reference to be completed by a senior person with appropriate authority.</i>		
Signature of Referee: <i>Scanned/electronic signature applicable if returning via email</i>		
Date:		
Position of Referee: <i>For educational establishments the reference should be confirmed by the Head Teacher / Principal as accurate.</i>		
How long have you known the candidate, in what capacity, and what were the applicant's duties?		
What is (or was) the candidate's job title?		
What is his/her current salary (or salary at the time of leaving)?		
When did the candidate work for your organisation?		
Please provide details of the applicant's current responsibilities:		
If the candidate has left your employment, please state the reason:		

Please tick appropriate boxes for the abilities below:	Excellent	Good	Satisfactory	Weak
Team work				
Relationships with colleagues				
Relationships with pupils				
Professionalism when dealing with pupils and colleagues				
Success in handling difficult situations				
Capable of working unsupervised				
Ability to work collaboratively				
Ability to prioritise duties as required				
Time management				
Ability to multi-task				
Attention to detail				
Level of ICT competence				
Oral and written communication skills				
Competence in administration				
Initiative				
Interpersonal skills				
Ability to work under pressure				
Flexible and accommodating				
Positive attitude and approach				
Openness to others' ideas				
Soundness of judgement				
Dependability and co-operation				
Enthusiasm				
Public Presentation				
Commitment				
Trustworthy and hardworking				
Willingness and ability to learn new skills				
Ability to promote a professional image				
Is the applicant related to you				
Has the candidate been subject to any disciplinary procedures for which disciplinary sanction is current?				
If yes please state the reasons for the sanctions, dates and period of sanction				
	COMMENTS			

<p>Have there been any causes for concern with regards to the applicant's conduct/relationship with children. If so, please comment fully. If necessary, please use a separate sheet.</p> <p>Have you used a separate sheet? Yes/No</p>	
<p>Please comment on whether you are completely satisfied that the applicant is suitable to work with children. Please provide details and facts of any substantiated safeguarding concerns.</p>	
<p>Please comment, if you can, on the candidate's ability to manage difficult behaviour of children and young people:</p>	
<p>The applicant is suitable to work with children:</p> <p style="text-align: center;">YES/NO</p>	<p>Please comment here:</p>
<p>If you were looking to fill a similar post would you go out of your way to seek to appoint or retain this candidate?</p> <p style="text-align: center;">YES/NO</p>	<p>Please comment here:</p>

I do appreciate your time is valuable and appreciate your co-operation.

Please complete and return this form to **Mrs Glynis Hobden.**

Thank you

SWE Robertson
Principal

Appendix 4 – Detail of recruitment and vetting checks

Check to be undertaken.	Applicable to...	Comments
Previous employment history	All employed staff and Peri teachers	Taken from job application form. Any employment gaps to be explored with candidates.
Identity <ul style="list-style-type: none"> • Photographic • Date of Birth • Proof of address • Change of name (if applicable) • Birth Certificate (if available) 	Full ID checks: employed staff, peri teachers. Photographic only: contract staff, e.g. cleaners (Contract company will confirm full ID checks)	Taken from range of items requested in job offer (stc) letter. E.g. Passport, Photo driving license, recent financial bill, Marriage certificate . Best practice will also be to check the name against the birth certificate if available
Qualifications	All employed staff, where relevant to the job role and Peri teachers	Requested with job offer (stc) letter and checked to application form. QTS/Teacher induction and probation verified via Teacher Services
Right to work in UK	All employed staff, peri teachers, Contract staff (e.g. cleaners)	UK passport or official right to work permit. Contract staff checked by contracting company
Overseas check & Letter of professional standing (if applicable)	Those in regulated activity who have lived or taught overseas for three months or more in the last five years.	Overseas checks available vary by country – follow current Home Office Guidance. Contract staff checked by contracting company
References (minimum of two)	All employed staff, peri teachers, Contract staff (e.g. cleaners)	One from the candidate's current employer and last time worked with children. See example reference request Contract staff checked by contracting company
Enhanced criminal record / disclosure check	All employed staff, peri teachers, Contract staff (e.g. cleaners) Visiting professionals (e.g. therapists) Any others with access to children	Obtained via Disclosure & Barring Service (DBS) Contract staff checked by contracting company
Barred List	For those working in regulated activity	Obtained via Disclosure & Barring Service (DBS) as part of the enhanced check. Or separately if DBS not received or 3 month rule applied or using DBS update service if barring is not included.
Medical fitness	All staff	Contract staff checked by contracting company
Prohibition from teaching	Those staff involved in teaching activities	Excludes teaching activities under the direction and supervision of a qualified teacher. Obtained via Teaching Regulation Agency's (TRA) Employer Access Services
Prohibition from management	Those staff in management positions	Obtained via DBS barred list check or via TRA Employer Access Services.
Disqualification from childcare self-declaration	All staff who are likely to care for children in line with the Childcare Act 2006	Via self-declaration form. Given the small nature of our school all staff complete to ensure we have good contingency in how staff may need to be deployed