

# Safer Recruitment Policy V1.1

<u>Last reviewed:</u>	<u>August 2021</u>
<u>Next review date:</u>	<u>August 2022</u>
<u>Written by:</u>	<u>Bhavini Mistry</u>

## Summary

Trained staff members:	Jadie Wardle Bhavini Mistry
Training to be renewed:	Before 24 October 2022
Training provider	NSPCC

In line with Clover Learning Community's Safeguarding Policy, we follow Safer Recruitment procedures to ensure our students are in a safe and secure environment. Our commitment to this protocol means that our provision will carry out enhanced DBS checks, barred checks, identity and right to work in the UK on all staff and volunteers who come in to contact with our students. Each staff and volunteer are required to provide 2 references who are contacted before appointment. Staff and volunteers will not be prohibited to engage in regular activity with students until these checks have taken place.

Relevant staff information is stored on our Single Central Register (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out in this policy.

### For all staff and volunteers

At Clover Learning Community our recruitment and selection of staff will ensure the following: -

- The Proprietor takes note of advice on education of adults working with children in safer recruitment processes contained in the Statutory Guidance: ***Keeping children safe in education September 2021, Part Three: Safer recruitment.***
- Following Safer recruitment procedures, advertising of each position at Clover Learning Community will include a clear definition of the role. Upon request, an application pack will be sent to the individual via email or post, which will include the following:
  - Job description
  - Person specification
  - Application form
  - Information about Clover Learning Community, including our safeguarding commitments
- Job application forms will ask for the following information – personal details such as name, address, contact details, etc., education, training, employment history, support of application, reference request details, equalities monitoring and a signed declaration.
- In line with statutory requirements, every interview panel for Provision staff will have at least one member (senior staff) who has undertaken safer recruitment training.
- Safer recruitment training has been provided by the NSPCC and will be updated in line with the KCSIE (September 2021) every 2 years. A localised training course will be considered in the future if required.
- In line with statutory procedures (***Data protection Act, 2018***) applicants will be notified about their data and how it will be used. They will be advised by completing the form they are giving consent for Clover Learning Community to store their data.
- Information about staff, will be treated with the strictest confidence. Only senior staff will have access to staff information.
  - Electronic information will be stored with a two-factor authentication process.
  - Paper information will be stored behind 2 locked areas, only senior staff will have

- access to this information.
- Information will be kept for 6 years.
- Electronic information will be deleted appropriately from all files.
- Paper information will be shredded appropriately.

## **New staff**

When appointing new staff, we will:

- Verify their identity (using a birth certificate)
- Obtain an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- 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

We will ask for written information about previous employment history and check that information is not contradictory or incomplete.

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school, college or an alternative education provision, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school, college or an alternative educational provision where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

## **Existing staff**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or

- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the provision where possible are asked to come when students are not in the building. If this is not possible, arrangements are made to ensure students are not present in the same room.

Upon entry to the building, contractors are asked to sign in at reception and informed about Clover Learning Community's Safeguarding and Health and Safety procedures. They will be asked to sign in to the visitors' book and their identity will be verified.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

### **Volunteers**

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity