



Title:	Safer Recruitment Policy
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Learning4Life-GY

Safer Recruitment Policy

Purpose

The purpose of the Safer Recruitment Policy, in line with Part 3: Keeping Children Safe in Education 2023, is to ensure that Learning4life-GY prevent people who pose a risk of harm from working with children. Learning4life-GY adhere to their statutory responsibilities in checking that all staff who work with children undertake appropriate checks and ensure that volunteers are appropriately supervised at all times. Learning4life-GY ensure that safeguarding and the promotion of the welfare of children is embedded as part of our whole school approach.

The School Staffing (England) Regulations 2009 require governing bodies of maintained schools to ensure that at least one of the persons who conducts an interview has completed safer recruitment training. As such Learning4life-GY have ensured that the Principal or CEO undertake all interviews as both have complete Safer Recruitment training with the Local Authority.

Adverts

When defining the role through the job or role description and person specification of a newly advertised post at Learning4life-GY, we ensure that the following details are included:

- Learning4life-GY's commitment to safeguarding and promoting the welfare of children through clarification of what checks will be undertaken (DBS and additional online checking)
- The safeguarding responsibilities of the post as per the job description and person specification
- Where a role involves engaging in regulated activity it will be made clear that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Appropriate checks

The Learning4life-GY Governing body (The Scrutiny Panel) act reasonably in making decisions about the suitability of any prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with references and interview information.

As the majority of staff at Learning4life-GY will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information will be obtained for most appointments. A supervised volunteer who regularly teaches or looks after children however is not in regulated activity, as such a DBS risk assessment will be undertaken which prohibits any unsupervised activity with children unless an enhanced DBS has been undertaken with barred list checks.

In addition to obtaining a DBS certificate, any member of staff who is appointed to carry out teaching work will require an additional check to ensure that they are not prohibited from

teaching. For those engaged in management roles an additional check is required to ensure that they are not prohibited under section 128 provisions.

Pre-appointment checks

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, will be conditional on satisfactory completion of the necessary pre-employment checks. When appointing new staff Learning4life-GY will

- Be provided with a copy of the schools Child Protection Policy and Safer recruitment Policy
- Verify a candidate's identity by following the checking guideline on the gov.uk website and KCSIE 2023 guidance (for example recommendations to complete social media checks)
- Obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity)
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- Verify the candidate's mental and physical fitness to carry out their work responsibilities through the completion of Learning4life-GY's Fitness to work questionnaire
- Verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then Learning4life-GY will follow the advice on the gov.uk website.
- If the person has lived or worked outside the UK, make any further checks that Learning4life-GY deem appropriate
- Verify professional qualifications, as appropriate. The Teacher Services' system will be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.
- Ensure that a candidate is not subject to a prohibition order issued by the Secretary of State, or any sanction or restriction imposed by the GTCE before its abolition in March 2012.
- Check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State.

Employment history and references

Learning4life-GY will always ask for written information about full previous employment history with reasons for leaving and check that information is not contradictory or incomplete. This will enable the school to obtain full, objective and factual information to support appointment decisions. Two references will always be obtained from the candidate, one from the candidate's current or most recent employer. The Learning4life-GY reference form will be sent directly to the referees and will seek to obtain verification of their most recent period of employment and reasons for leaving alongside suitability for the post in which they have applied.

References will be scrutinised and any concerns resolved satisfactorily before any appointment is confirmed, including for any internal candidate. References will be requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague. Learning4life-GY will not rely on open references, or upon the information provided by the candidate as part of the application process, without verifying that the information is correct. Where electronic references are received Learning4life-GY will ensure they originate from a legitimate source and that all specific questions have been answered satisfactorily. The referee may be contacted to provide further clarification if required and any discrepancies will be taken up with the candidate. Any information about past disciplinary action or allegations that are disclosed will be carefully considered when assessing the applicant's suitability for the post.

Single central record

Learning4life-GY maintain a single central record of all pre-appointment checks. The Single Central record covers all staff, including teacher trainees on salaried routes, agency and third party supply staff who work at the school and all members of the proprietor body including any members and trustees. The information included within the single central register includes the following checks by noting whether the checks were carried out and the date on which the check was complete/ certificate obtained:

- Identify check
- Barred list check
- Enhanced DBS check/certificate
- Prohibition from teaching check
- Further checks on people who have lived or worked outside the UK
- Check of professional qualifications
- Check to establish the person's right to work in the UK

In addition, Learning4life-GY will record whether the person's position involves relevant activity i.e. regularly caring for, training, supervising, or being in charge of children aged under 18 and a section 128 check for management positions. Similarly, the Single Central record includes details on volunteers, and safeguarding and safer recruitment training dates and all other relevant training and qualifications obtained by the employee/volunteer.

Learning4life-GY may take an electronic copy of the persons DBS however will not retain this for longer than 6 months. A copy of the other documents used to verify the candidate's identity, right to work and required qualifications will be kept in their personnel file (the storage of which is in alignment with the General Data Protection regulations (GDPR), 2020).

Individuals who have lived or worked outside the UK

Individuals who have lived or worked outside of the UK will undergo the same checks as all other staff at Learning4life-GY. In addition, Learning4life-GY will make any further checks that they think appropriate so that any relevant events that occurred outside the UK can be considered. The Home Office guidance on criminal records checks for overseas applicants will be used. These further checks will include a check for information about any teacher

sanction or restriction that an EEA professional regulating authority has imposed, using the TRA Teacher Services' system.

Trainee/student teachers

Learning4life-GY will ensure that all necessary checks are carried out for all trainee teachers likely to be engaging in regulated activity at the School, an enhanced DBS certificate (including barred list information) will be obtained. Where the trainee teacher is fee-funded the initial teacher training provider will be eligible to carry out the necessary checks. Learning4life-Gy will then obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school would otherwise be required to perform, and that the trainee teacher has been judged by the provider to be suitable to work with children.

Existing staff

If Learning4life-Gy have concerns about an existing staff member's suitability to work with children, we will carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at Learning4life-GY moves from a post that was not regulated activity into work which is considered to regulated activity, the relevant checks for that regulated activity must be carried out. Apart from these circumstances, Learning4life-GY is not required to request a DBS check or barred list check. Learning4life-GY understand and abide by their legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- The harm test is satisfied in respect of that individual
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and
- The individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

Referrals will be made as soon as possible on conclusion of an investigation, when an individual is removed from regulated activity. This could include when an individual is suspended, redeployed to work that is not regulated activity, dismissed or when they have resigned. Where Learning4life-Gy dismisses or cease to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, we will consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. For those engaging in regulated activity, DBS checks will be updated every 3 years. Designated Safeguarding Leads will undertake update check for DBS every 2 years.

Volunteers

Under no circumstances will a volunteer in respect of whom checks have been obtained be left unsupervised or allowed to work in regulated activity. Volunteers who, on an unsupervised basis teach or look after children regularly, to provide personal care on a one-off basis, will be in regulated activity. Learning4life-Gy will obtain an enhanced DBS certificate (which will include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-

checked if they have already had a DBS check, however Learning4life-GY may conduct a repeat DBS check on any such volunteer should they have concerns.

Learning4life-GY will undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. Details of the risk assessment will be recorded in the volunteer personnel file and Single Central record.

School governors

Learning4life-GY Governors are required to have an enhanced criminal records certificate from the DBS. It is the responsibility of the governing body to apply for the certificate for any governors who do not already have one. Governance is not a regulated activity and so governors do not need a barred list check. However, Learning4life-GY will also carry out a Section 128 Check for school governors, because a person subject to one is disqualified from being a governor.

Proprietors

Before the Principal became a proprietor of Learning4lifeGY the Secretary of State carried out an enhanced DBS check and confirmed the Principals identity.

Contractors

Learning4life-GY ensure that any contractor, or employee of the contractor, who is to work at the school, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check will be required or they will be supervised by an existing staff member with a DBS check. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. Checks for the identity of all contractors and visitors will be undertaken on arrival at the school.

Visitors

Learning4life-GY do not have the power to request DBS checks and barred list checks, or to see DBS certificates for visitors. The Principal or CEO however will use their professional judgement about the need to escort or supervise visitors including parents.

Adults who supervise children on work experience

Learning4life-GY will ensure that the placement provider of any placement has policies and procedures in place to protect children from harm. Work experience placements will not be unsupervised for any learner under the age of 16. If the activity undertaken by the learner takes place in a 'specified place' such as a school or college and gives the opportunity for

contact to children it may be considered regulated activity. In these cases and where the child is over 16 years of age or over, the work experience provider should consider whether a DBS enhanced check should be requested for the young person in question.