

Safer Recruitment Policy



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Last reviewed on: January 2022

Next review due: January 2023



Child protection and Safeguarding Policy

This Safer Recruitment policy forms an essential element of our safeguarding policies and procedures. Jan Pre-School and Nursery is committed to safeguarding and promoting the welfare of pupils and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

The director and manager will safeguard to prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on checks beyond what is required; and ensuring volunteers are appropriately supervised ([Keeping children safe in education 2021](#)). Our robust and rigorous recruitment and selection practices help deter or reject unsuitable applicants from gaining positions within the setting.

All staff recruitment at Jan Pre-School and Nursery, comprising regular volunteers, casual staff, will be employed 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.

We comply with Safer Recruitment best practice, some of which is underpinned by legislation including the [Protection of Freedoms Act 2012](#), [Equality Act 2010](#), Keeping Children Safe in Education 2021, [Safeguarding Children and Safer Recruitment in Education](#) (26 April 2012), [Early years foundation stage \(EYFS\) statutory framework 2021](#).

We also comply with the Local Safeguarding Children Board procedures and ensure that all supply agencies and any contractors supplying services to Jan Pre-School and Nursery, use Safer Recruitment practices.

We will record all information on the checks carried out in the school's single central record (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 below.

Recruitment Process

The post will be advertised to comply with a fair recruitment process. All applicants will complete an **application form**.

Key information on our application form:

- Personal details
- Present employment and reason for leaving
- Full history since leaving school (education and employment or voluntary work)
- Qualifications
- Referees (two people, one of whom must be the current or most recent employer)
- Personal statement to meet person specification
- Information for applicants about the legal basis and process for disclosing relevant criminal record
- Signed declaration by candidate that all information is true

The **shortlisted applicants** will be asked to complete a self-discloser form ([KCSIE 2021: Self-disclosures](#)) of their criminal record or information that would make them unsuitable to work with children.

Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on [GOV.UK](#)

For example:

- if they have a criminal history
- whether they are included on the barred list
- whether they are prohibited from teaching
- whether they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted



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- if they are known to the police and children's social care
- have they been disqualified from providing childcare (see paras 245-249); and,
- any relevant overseas information.

Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will physically sign a hard copy of the application at point of interview

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. We will verify that electronic references are from a legitimate source.

Interviews

- At least two people
- Structured questions and criteria previously agreed
- Probe gaps, frequent changes in employment, vagueness, or areas of concern
- Ask about attitudes towards child protection / safeguarding and where appropriate motives for working with vulnerable groups
- Avoid hypothetical questions and seek positive examples or evidence
- Include other activities
- Involve children and families when possible
- Clearly document your decisions
- Beware of prejudices and discrimination

Pre-appointment vetting checks,

- Obtain (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children). We will keep a copy of the original physical certificate when using the DBS update service.
- We will obtain a separate children's barred list check if an individual will start work in [regulated activity](#) with children before the DBS certificate is available.
- Verify the candidate's mental and physical fitness to carry out their work
- Responsibilities.60 A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.
- Verify the person's right to work in the UK, including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, we will follow advice on the GOV.UK website;
- Verify professional qualifications, as appropriate, listed in [EYFS Framework 2021](#).

Induction Process

All newly appointed candidates will complete an induction document over four weeks through one-to-one induction meetings with the manager to ensure they are aware of all policies, procedures and expectations.

Existing staff



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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 seek advice from Waltham Forest LADO if we have any doubt of anyone who has harmed, or poses a risk of harm, to a child 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 school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual fall outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

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.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare [Disqualification Regulations and Childcare Act 2006](#).

Volunteers



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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
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Checking the identity and suitability of visitors

All visitors will be required to verify their identity to the satisfaction of staff and to leave their belongings, including their mobile phone(s), in a safe place during their visit.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification.

Visitors are expected to sign the visitors' book and wear a visitor's badge.

Visitors to the school who are visiting for a professional purpose, such as educational psychologists and school improvement officers, will be asked to show photo ID and:

- Will be asked to show their DBS certificate, which will be checked alongside their photo ID; or
- The organisation sending the professional, such as the LA or educational psychology service, will provide prior written confirmation that an enhanced DBS check with barred list information has been carried out

All other visitors, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.