

# Trinity Christian School Nursery, Primary & Secondary



TRINITY  
CHRISTIAN SCHOOL

## Safer Recruitment Policy

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Reviewed by SLT & Governors:	Spring 2023
Next Review due:	Spring 2025

## Safer Recruitment

This Safer Recruitment Policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education'. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

### Recruitment and selection policy statement

- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service.
- A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.
- This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff. The ultimate responsibility for recruitment and selection lies with the Governing Body.

### Purpose

- To ensure the recruitment of all staff is conducted in a fair, effective and economic manner.
- To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

### Aims and Objectives

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- To ensure a consistent and equitable approach to the appointment of all school staff.
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against.
- To ensure the most cost effective use is made of resources in the recruitment and selection process.

### Principles

- All applicants will receive fair treatment
- All applicant packs will include the job description & person specification
- Employees will be recruited on the knowledge, experience and skills needed for the job
- As an Independent Christian School, and in line with GORE (Genuine Occupational Requirement Exemption), when a role in Trinity Christian School requires a person who demonstrates a personal Christian faith and to act in accordance with the school statement of faith, this will be stated clearly as an occupational requirement on the Job Advert, Job Description and Person Specification.
- Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DfE.

- Selection will be based on a minimum of completed application form, short listing and interview, but in the case of teaching staff will, whenever possible, involve the teaching of a class.
- Posts will normally be advertised unless there is an internal promotion or opportunity.
- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment. Under the Equality Act 2010 a person is classified as disabled if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities. A specific Health Declaration form, for interview purposes, forms part of our application process at interview stage to ensure all can access the site safely, or for any other reasonable needs. A separate, more detailed, Health form will be required on appointment for the purpose of making reasonable adjustments to aid the person to be able to do job applied for as best as possible and where necessary.

### **Equal Opportunities**

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against.

## **The Recruitment Procedure for employing Staff**

### **1. Staff recruitment request**

The Head Teacher and Senior Leadership Team (SLT) will approach the Governors to request additional or replacement staff.

The Governors will be required to carry out the following:

- Seek to understand the reason behind the request, for example a member of staff is to retire, or otherwise leave
- Ascertain that the post is actually required for Trinity Christian School to continue to deliver the educational and student care services required by the Trust Deed and other policies
- Be confident that the post cannot be filled by rearranging existing staff, where such a rearrangement does not cause undue strain to any student or member of staff
- Identify whether the potential post already has
  - A suitable salary
  - Whether new funding is required in its entirety or
  - An existing salary may need enhancing

### **2. Job description, Person Specification and Advertisement**

The Governors having satisfied themselves that a post is required, a suitable job description, person specification and advert needs to be drawn up by the Head Teacher or SLT.

The job description should ensure that all applicants are aware of:

- The Christian nature of the school and charity
- The responsibilities / requirements of the role
- Indication of hours / days required
- Indication of salary and any other benefits

The job advert includes an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974. The information enclosed includes a statement about Trinity's commitment to safeguarding children and that a full enhanced DBS is required from all applicants.

The job description, person specification and advert are sent out to Trinity families to 'spread the word', local churches and, if necessary, to suitable publications and other advertising places online.

### **3. Application Form**

A standard application form will be used to obtain a common set of core data from all applicants. Application are sent on request from any potential candidate. We do not accept CVs.

Applications are to be scrutinised by the recruitment panel including completing an employment grid to check for any gaps. Any gaps in employment history will be questioned.

### **4. Shortlisting**

At least one person on the panel must have completed the safer recruitment training.

Responses are sifted, using specific criteria, appropriate to the post being advertised. Short-listed candidates will be invited for interview. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

Along the interview invite the candidate will be sent self-declaration & disclosure forms and a health declaration form to complete. These must be completed and returned prior to the Interview date.

In the case of teaching staff, applicants will, be observed teaching a class. Other Staff will just attend an interview.

References for interviewees will be requested at this stage, where permission is given. References are to be scrutinised by the recruitment panel and any concerns be taken up with the applicant at interview.

### **5. Interviews**

The self-declaration & disclosure forms and health declaration form will be checked at this stage prior to the Interview date.

Candidates are required to bring 3 forms of ID - e.g. passport, birth certificate, driving licence or bill plus their NI number and proof of qualifications if applicable.

The interview will assess the merits of each candidate for the post and explore their suitability to work with children and young people. Where appropriate, a question on safeguarding will be asked during the interview.

A minimum of two interviewers will form the interviewing panel and one of these will be a Governor. At least one person on the panel must have completed the safer recruitment training.

Where a candidate is known personally to a member of the selection panel this will be declared before short listing takes place. It may then be necessary to change the selection

panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude toward children and young people;
- Their ability to support the school's agenda for safeguarding and promoting the welfare of children;
- Gaps in the candidate's employment history using the proforma;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee;

Should references not be obtained at shortlisting stage, then it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before they start work.

## **6. Conditional Offer of Appointment**

A conditional offer of employment is made to the successful candidate and a start date is given subject to satisfactory pre-employment checks (see point 7).

At no point can a person start the role until all checks are in and clear. This is with the exception of any urgent role, where a Staff is needed prior to all checks being in place. In this case, a risk assessment must be completed and, where applicable, a separate child barred check done and as many of the pre-employment checks in place as possible. It may be necessary to put in appropriate supervision and checks whilst all checks are in progress.

Unsuccessful candidates will be informed of the outcome of their application.

## **7. Pre Appointment Checks**

An offer of appointment to the successful candidate will be conditional upon:

- Verification of the candidate's identity using 3 forms of ID; to include a photographic ID where possible and proof of address (originals must be seen in person / no copies or emailed documents)
- Verification of eligibility to work in the UK (right to work - passport, birth certificate or NI documentation)
- Overseas check (where appropriate) - if stated on application
- Verification of the candidate's mental and physical fitness to carry out their role (Health declaration form & IHCP)
- The receipt of two satisfactory references (SLT will do verifications checks on them)
- Verification of qualifications where applicable from the job description (copies to be kept for file)
- Verification of professional status of Teachers where required e.g. QTS status (unless properly exempted), NPQH (online check)
- Disqualification from childcare where relevant to the role (Childcare Disqualification self-declaration form)
- A check of the Barred List (if in regulated activity with children). This is normally checked as part of the DBS process.
- Obtaining an Enhanced DBS Disclosure - where there is additional information on the certificate, this will be reviewed in light of the role. The school must see the original certificate.

- Where a DBS is being processed, but the candidate is needed as soon as, or it is not likely to be cleared before the agreed start date, then, where the role is in regulated activity, a barred list check must be carried out before the applicant can take up their post and a risk assessment completed. A separate barred check can usually be obtained using the online Teacher Services - Employer Access - Schools facility. Where not, this person cannot start the role until the DBS is complete and clear.
- Where a DBS is being processed, but the candidate is needed as soon as, or it is not likely to be cleared before the agreed start date, and, where the role is NOT in regulated activity (supervised), then a risk assessment must be completed.
- Where a DBS check is brought from previous school employment, it must be relevant in level and check and role to the position applied for. It must be current (less than 3 months), without a gap of service of three months or longer. In this instance a new child barred check will still need to be taken. The school must see the original certificate.
- Where candidate is registered to the update service, and gives permission, we can check their DBS using the Update Service Status check as an employer - we will need their DBS certificate number and DOB. The school must see the original certificate.
- A check if a prohibition from teaching or/and from management exists against the individual or not, using the online Teacher Services - Employer Access - Schools.

All checks will be:

- Documented (dated and initialled) and retained on the personnel file where possible
- Recorded on the school's central record database (SCR)
- Followed up by the Head where they are unsatisfactory or there are discrepancies in the information provided through termly monitoring checks.
- Followed up where the DBS has still not cleared within a week of the applicant starting. A new risk assessment will be needed if this is the case and continued supervision.

## 8. Post Appointment Induction

There will be an induction programme for all staff which includes:

- information about safeguarding and the identity and role of the DSL and deputies;
- directing them to key policies such as noted on the Induction checklist;
- other relevant policies to become familiar with in their own time;
- a discussion regarding on-line protocols;
- directing them to Part 1 of KCSIE and Annex A (or the full guidance where applicable)

NB: most staff will have access to policies and KCSIE via the Schools Teachers docs. Where this is not the case, they will be emailed or printed on request.

There is a probationary period of 6 months where the Head will observe and then arrange a review meeting with the new staff member to discuss the role and any concerns. The relevant proforma will be completed and kept on file.

The probationary period also allows an employer to come to a formal decision as to whether or not to continue their employment as well as for the employee to withdraw from the role should they wish to do so.

A contract will be drawn up specify terms and conditions relating to their employment at Trinity Christian School, and will be checked by the Head Teacher, and signed, and passed to the Staff member to check and sign. The original signed copy will remain in the Staffs personal file.

## 9. Single Central Register

All Staff who work for the school or at the school for more than 4 occasions per month must have their details entered on the School Central Register. The Single Central Register is to record what safeguarding checks have been taken for the various Staff or persons working with children at the school. There is a list below of what is required for employed staff - other persons, such as Governors, Volunteers, Students or Outside Agencies, will have variations of what is needed to be checked.

This excludes health care professionals such as nurses, mental health workers, one-off visiting speakers or group sessions, contractors doing a one-off on site job etc. Verification of ID should be requested for these persons and a DBS is only necessary, for some, if they are to be left unsupervised during school hours.

NB: Anyone working in children's services, for the LA, do not need to show or disclose DBS information but must show their ID.

On appointment of staff the following details will be maintained, where applicable, on our single central record:

- full name
- employment details
- employment history
- ID checks seen dates
- DBS plus barred check seen dates
- prohibition checks dates
- childcare disqualifications form date
- professional qualifications seen date
- right to work document seen date
- Overseas checks date
- References received (x2) dates
- Medical fitness & Declarations forms dates

NB: The Single Central Register will be adjusted with new guidance as and when required The EEA check has since been removed as from Jan21 since Brexit.

The SCR will be reviewed termly by a member of SLT who has Safer Recruitment / SCR training and understanding and annually be sent to a Governor. A designated Governor will oversee the SCR through discussion and review at regular meetings with the Head.

### **Other types of employment and what is required**

#### **Volunteers:**

##### **Definition:**

A volunteer is defined as a person who freely offers to help or take part in an activity or task at school at no benefit to themselves (i.e. not work experience/student). In this role (whilst some expenses might be claimed) the volunteer does not get paid for their help. Volunteers typically help Trinity by assisting children in class (e.g. helping children learn to read), providing assistance to staff on school trips, mentoring children in school or on extra-curricular activities etc. Staff usually take the initiative themselves by approaching a person to consider becoming a volunteer. However, it can be the case that volunteers take the initiative and themselves ask the school if they can help.

*Student placements or Work Experience who request to work at Trinity should refer to the Students on Placement or Work experience section in this policy.*

Trinity Christian School seeks to involve volunteers to:

- Ensure our provisions meet the needs of our students.
- Provide new skills and perspectives.
- Give opportunity for volunteers to use the gifts that God has given them and achieve their God given potential.

The types of activities that volunteers are engaged include:

- Hearing children read.
- Working with small groups of children.
- Working alongside individual children.
- Accompanying school visits.
- Sharing their skills/knowledge in class.

Trinity Christian School will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Trinity Christian School.

Trinity Christian School expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.

Trinity Christian School will ensure volunteers will be provided with any relevant training required for them to do their work effectively.

Trinity Christian School will ensure that all volunteers are checked under Safer Recruitment guidelines and supervised where applicable.

The following guidelines deal with practical aspects of the involvement of volunteers. Trinity Christian School's Staff Handbook includes further information.

### *Recruitment*

In line with the latest Keeping Children Safe in Education document, Trinity Christian School is required to complete a risk assessment for every volunteer to decide whether they need an enhanced DBS check or not. Volunteers must not be allowed to work at Trinity before the risk assessment and DBS are complete.

For regular Volunteers, Staff must follow this procedure:

In the first instance, staff must meet with SLT prior to volunteers taking up a position at school. In this meeting reasons for requesting a volunteer and their suitability will be discussed.

Volunteers will then need to complete pre-employment checks prior to starting and will include:

- a volunteer application
- a contact record form

On receipt and review of the volunteer application form an informal interview will be conducted to find out their skills, suitability and how best their potential might be realised.

The responsible Staff member must complete:



- job outline prior to starting
- risk assessment prior to starting
- a volunteer agreement (to be agreed between School and Volunteer)

Trinity Christian School does not intend to create a contract with any volunteers.

Volunteers who are in regulated activity (in that they will have regular unsupervised contact with children or doing any personal care) will need to obtain an enhanced DBS with child barring check. They cannot start the role until a barred check is complete and clear.

If the volunteer is to be supervised at all times (helping in a class), then the school can only legally obtain an Enhanced DBS check minus the barred check.

*\*refer to the definition of regulated in the footer*

Volunteers should be treated the same as an employed staff and adhere to the same policies and procedures.

### *Expenses*

Trinity Christian School will pay all reasonable and approved expenses involved and necessary to their voluntary work.

### **Student Placements:**

Trinity Christian School exists to:

- produce a secure and stable atmosphere where students can excel in a full education
- promote attitudes of self-discipline, honesty, integrity, perseverance, appreciation, consistency, responsibility, thoroughness and the exercise of initiative and self-motivation through daily tasks.
- train and equip their character and gifting, develop their personal responsibility and encourage them towards their calling in life.
- encourage the students to view work as God-given and good, to work to please God and their employers.
- encourage students to think Biblically and responsibly about world issues.
- teach students that life is about knowing God and walking in His ways.
- impart the skills of independent study and logical thought.
- encourage a desire to contribute to others within society, an awareness of the needs of those around and sensitivity to the call of God to find a place of service.

In line with this mission Trinity Christian School seeks to involve volunteers to:

- ensure our provisions meet the needs of our students
- provide new skills and perspectives

This Student Placement is underpinned by the following principles:

- Trinity Christian School will ensure that students are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Trinity Christian School
- Trinity Christian School expects that staff at all levels will work positively with students and, where appropriate, will actively seek to involve them in their work
- Trinity Christian School recognises that students require satisfying work and personal development and will seek to help meet these needs, as well as providing the training for them to do their work effectively.

This process is only for Students from a college or university requesting to do a placement at our school.

### *Recruitment*

On a Students request, whether that is by email or phone, the Office will send a Student Placement Application form for them to complete and return.

On receipt of this application form, the SLT will review and an informal interview will be conducted to find out what their requirements are and how best their potential might be realised in the relevant class or subject specific area requested.

On approval of the placement they must complete the Safer Recruitment checks which the School Office will obtain via the college / university contact person. Trinity Christian school use a Safer Recruitment Checklist to send to the Tutor as they must confirm that the person coming is safe to do so and has had all the necessary checks. Where any checks have not been taken or not acceptable the school can request to do them in order to satisfy our safer recruitment guidelines.

The Staff responsible for the Student must complete a Risk Assessment Form to establish whether they need an enhanced DBS check or not.

Where a Student is on the Update service, we can ask their permission to check this by taking their DBS certificate number and DOB using the online update service check.

Where the DBS has only an enhanced level without the barred check - they **MUST** be supervised at all times and not allowed to administer intimate care or be left alone with pupils.

Students who only have a Basic level check will need to be reviewed by SLT and will decide based on the risk assessment whether to proceed. If SLT require an enhanced level, then the Student must go back to their Course provider requiring the correct level of check suitable for the place of work. The college / university are responsible for providing the DBS check or reimbursing for a DBS check done via another organisation - which Trinity Christian School can offer.

If they have no DBS, again, Trinity Christian School can offer to do one, but the student must pay for it or get reimbursement from the college / university.

Where they have had a clear child barred check, they can then be given supervision responsibility or personal care roles.

The Student must complete the following:

- A Student placement agreement. This agreement is between the school and the student establishing what Trinity Christian School undertakes to provide them as well as to confirm what has been agreed.
- They must sign in the Visitors Signing in sheet, every time and MUST wear a visitor's badge or wear their own Student badge.
- They must also present their ID on the first day
- Complete an Induction with the Staff member responsible (Staff to request a pack from the office)

These documents are not contractual; Trinity Christian School does not intend to create a contract with any student.

### **Work Experience**

For individuals requesting Work Experience for other purposes (not related to further education / study or courses) we will request the person to complete the following:

- Work Experience Application form initially - SLT to review and decide on
- To complete our Health & Criminal Records Self Declaration
- Health Declaration
- Contact Record

On agreement from SLT to offer work experience, the responsible Staff member must then complete:

- A job outline, prior to them starting
- A risk assessment to identify whether they need an enhanced DBS check or not.

The candidate must follow our Safer recruitment checks and complete Work Experience forms as follows:

- To complete the Work Experience agreement form detailing what has been agreed in terms of hours, days and role by the Staff member who is supervising them.
- Safer Recruitment checklist - the school will need to carry out all the checks listed, on this person, in the same way as an employed member of Staff
- To provide a current DBS certificate for school to check its details, such as the level and its suitability to the role, and the role on the certificate relates to the experience being requested. If person is on the update service, School to check the online status. Where they have no DBS, they can obtain one via our Schools DBS service at their own cost.

On starting their Work Experience, the candidate will need:

- To sign in the Visitors sheet and wear a Visitors badge on every occasion.
- To present their ID on their first day of arrival.
- To complete an Induction with the Staff member responsible

### ***Further information for Volunteers, Student or Work Experience:***

#### *Induction and Training*

All will receive an induction into Trinity Christian School which includes a Staff handbook and key policies including Safeguarding children and the current KCSIE guidance part 1.

#### *Support*

All will have a named person as their main point of contact. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

### *Insurance*

All are covered by Trinity Christian School's insurance policy whilst they are on the premises or engaged in any work on Trinity Christian School's behalf.

### *Health and Safety*

All are covered by Trinity Christian School's Health and Safety Policy, a copy of which is available on the school website.

### *Equal Opportunities*

Trinity Christian School operates an equal opportunities policy in respect of both paid staff and others. A copy is available on the school website. All will be expected to have an understanding of and commitment to our equal opportunities policy.

### *Problem Solving*

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about people working at the school. Refer to our Complaints policy, Discipline Procedures (Staff Competence) Policy, Whistleblowing policy and Staff Concerns & grievance policy.

### *Confidentiality*

All will be bound by the same requirements for confidentiality as paid staff. Any concerns that anyone has about the children they work with/come into contact with should be voiced with the Class teacher/Tutor or Designated Safeguarding Lead or deputy. Anyone working at the school must not discuss any concerns with the parents of the child or persons outside school.

Anyone who has concerns about anything another adult in the school does or says should raise the matter with the Head Teacher or member of the SLT.

## **Staff and safeguarding**

### **DBS and Reporting concerns:**

The facts must be reported to the police and/or the DfE Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team), if:

- the candidate is found to be on Barred list, or the DBS Disclosure shows they have been disqualified from working with children by a Court;
- an applicant has provided false information in, or in support of, their application;
- there are serious concerns about an applicant's suitability to work with children.

If an individual's DBS certificate is not available, the person would only be able to start work if:

- they are appropriately supervised
- other recruitment checks (references etc) have come through

- A separate barring check has been completed and is clear, where applicable
- The person in question has been informed of these safeguards
- A risk assessment has been completed by the Headteacher

**School cannot employ in any capacity a person who appears on the Child barred check list. They must be reported immediately.**

Where a person has additional information on their DBS, it is at the discretion of the schools SLT / Gobs to identify if this is applicable to the role or whether this can be disregarded. A clear, detailed report in this matter must be compiled and kept in the person's file.