

Safer Recruitment Policy

Policy Code: HR16

Statement of Intent

Community Inclusive Trust has implemented this policy to assist with recruitment and employee selection. It outlines the Trust's recruitment procedure and how the Trust ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the Trust's pupils is always at the forefront of the Trust's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the Trust.

The Trust's Safer Recruitment policy and practices is part of o the Trust

2. Definitions

2.1. Regulated activity includes:

Being responsible, on a regular basis in a school or college, teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.

Working for a limited range of establishments (known as ‘specified places’, which include schools), or in connection with the purposes of the establishment, with the opportunity for contact with children, but not including work undertaken by supervised volunteers.

Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Regulated activity

- 2.7. – the DBS also maintains a ‘barred list’ of individuals who are unsuitable to work with vulnerable adults. This check should only be applied for if the person will be in regulated activity with vulnerable adults.
- 2.8. **Section 128 check** – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). or Multi Academy Trust.
- 2.9. **Safer recruitment** – this is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

3. Roles and responsibilities

- 3.1. The HR Director is responsible for:

Agreeing and monitoring effective policies to ensure recruitment at the Trust is in accordance with the legislation outlined in section 1.

Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.

Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the Trust.

Monitoring the advertising of vacancies, assessing how they are being

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safeguarding concerns, HR Director or Trust Safeguarding Lead will be consulted to help assess the candidate's suitability.

- 7.17. Before making a decision not to appoint a candidate based on an unsatisfactory reference, the recruitment panel must contact CIT HR for advice. Once the decision is made it will be recorded on the recruitment file as the reason for non-appointment.

8. The interview

- 8.1. During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison.
- 8.2. Any gaps in a candidate's employment history will be explored at interview. **The CIT Personnel Interview Form should be completed for all candidates.**
- 8.3. Any concerns raised through contact with referees will be discussed with the candidate at this stage.
- 8.4. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children.
- 8.5. The candidate will be given the opportunity to discuss any concerns or ask any questions.
- 8.6. The candidate should provide the relevant documentation and identification at the interview stage to support a DBS application and Right to Work checks. Original copies of any required qualifications should also be provided.
- 8.7. The interview will always comprise one or more face-to-face interviews; however, the recruitment panel may also request that candidates complete one of the following exercises (this list is not exhaustive):
- In-tray exercise
 - Skills assessment
 - Presentation
 - Lesson observations
- 8.8. Interviews will also be used to explore the potential areas of concern to determine the applicant's suitability to work with children.
- 8.9. Areas that may raise concerns and lead to further enquiry include:
- Implication that adults and children are equal.
 - Lack of recognition or understanding of the vulnerability of children.
 - Inappropriate idealisation of children.
 - Inadequate understanding of appropriate boundaries between adults and children.
 - Indicators of negative safeguarding behaviours.
 - Attempts to push or overstep boundaries.
 - Consistent rule-breaking behaviour.

microphone features enabled at all required times

- 10.10. The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background
- 10.11. The candidate will keep personal information which is not relevant to the recruitment process private, e.g. their email password, and will not ask the staff members conducting the interview to share any such private information
- 10.12. Where necessary, the candidate will be aware that the Trust will record the online interview, and that they will be required to consent to this in order for the interview process to continue
- 10.13. When recording an online interview, prior permission will be acquired from the candidate in writing via email and all members of the interview will be notified before the interview commences via email, and again once they have joined the interview before recording commences.
- 10.14. If the candidate does not provide consent to recording the interview, the Trust will consider whether the online interview can still take place in line with the Trust's safeguarding and records management responsibilities.
- 10.15. The Trust will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.
- 10.16. If a candidate refuses to interview remotely, the Trust will consider whether alternative arrangements for an in-person interview are possible, having due regard to the Trust's equality duties at all times. If this is not possible, then the Trust will sensitively inform the candidate that the remote interview process is a requirement of the application process and have a considerate and good-natured discussion with the candidate as to whether they can continue with the recruitment process at tivat8ynue wittivat8ynue wittivat8ynue wittt8ynue wtitivat8ynupags in0.000F1 11.0

checks.

Verify professional qualifications, as appropriate

For those in management, trustee or governor roles, a section 128 check will be carried out

A prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

On online background and social media search

- 11.3. If the Trust has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the Trust to allow the individual to carry out any form of regulated activity.
- 11.4. Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' web page.
- 11.5. There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked:

In a Trust in England in a post which brought them into regular contact with children or young persons; or

In any post in a Trust since 12 May 2006 which did not bring the person into regular contact with children or young persons

11.6. Online background checks will only examine data that is publicly available. CIT staff will not 'follow' or submit a friend request to candidates on social media platforms to access further details or information.

11.7. Our online background checks will be conducted by an external organisation.

may decide to conduct a repeat DBS check.

13.

- 18.3. If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. In this case, the Trust will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.
- 18.4. If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school, and gives the opportunity for contact with children, this may itself be considered regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS

22. Single central record (SCR)

- 22.1. Each school will maintain and regularly update the SCR. The SCR will be accessible to the Trust leadership and audited at regular intervals.
- 22.2. All new employees will be added to the record, which will include:
- All staff (including supply staff) who work at the Trust.
 - All others who work in regular contact with children within the Trust, including volunteers.
 - All members of the proprietor body.
- 22.3. The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:
- An identity check
 - A barred list check
 - An enhanced DBS check
 - A prohibition from teaching check
 - Further checks on people living or working outside the UK
 - A check of professional qualifications
 - A section 128 check
 - A check to establish the person's right to work in the UK
 - For those in management, trustee or governor roles, a section 128 check
- 22.4. For supply staff, the Trust will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.
- 22.5. If checks are carried out on volunteers, this will be recorded in the SCR.

23.

Appendix A Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks



