

Safer Recruitment Policy

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1. Introduction

Hampstead Hill School (HHS) aims to provide a safeguarding culture and environment where pupils feel confident to raise issues and disclose incidents relating to their welfare and safety knowing that Staff will respond appropriately to these.

This policy sets out how HHS will ensure this through safe recruitment practices that ensure only those suitable to work with children are recruited and from holding expectations of high standards of personal and professional conduct from Staff.

2. Safe Recruitment: General Principles

HHS recognises safer recruitment practices are an essential part of creating a safe learning environment and will carry out the processes set out in this policy to ensure those who are not suitable to work with children are identified during recruitment processes and prevented from taking up posts.

When recruiting Staff, HHS will follow Part 3 of the *Keeping children safe in education* guidance (KCSIE; DfE 2022).

HHS will carry out extensive checks and enquiries on applicants for all positions, including voluntary and support roles, governors and those involved in the management of an independent school, in accordance with statutory requirements.

No Staff member, volunteer or anyone involved in the management of an independent school will be allowed to take up posts until all checks and enquiries required for that position have been satisfactorily completed.

Checks with the Disclosure and Barring Service will be carried out at the level appropriate to the candidate's role in the school (see section 4.3).

Staff and governors who are involved in recruitment will receive Safer Recruitment training offered through the Camden or any other accredited training provider and no interview should go ahead unless at least one member of the panel has undertaken safer recruitment training.

Staff members who have responsibility for recruitment and who have received the relevant Safer Recruitment training:

1. Sian Hoskins
2. Ross Montague

Although the Founding Principal will have day-to-day responsibility for the recruitment of Staff, the Senior Leadership Team (SLT) will ensure that they maintain an overview of recruitment systems in order to scrutinise practice and ensure all statutory checks are carried out.

Staff with responsibility for carrying out recruitment checks will ensure they have a copy of any relevant documents or take relevant issue numbers from documents as proof that the document has been seen.

Checks will be taken out on existing Staff where concerns arise regarding their suitability to work with children or a person moves into a post that is a regulated activity.

HHS now require Staff to subscribe to the DBS Update Service when they renew their Disclosures to be able to receive up to date information on existing Staff <https://www.gov.uk/dbs-update-service>.

In school, the Headteacher will be overall responsible for keeping a single central record of all Staff and volunteers who work at the school and any checks taken out on governors, should any be taken on. The day-to-day administration will be the responsibility of the School Co-ordinator. The records

will include details of all checks carried out and the outcome of these checks or any certificates obtained and will be recorded on our SCR.

Where HHS has salaried trainee Teachers, HHS will ensure that all necessary checks are carried out on the trainees, including DBS checks, and that the outcome of these checks is recorded on the single central record.

For trainee Teachers that are fee-funded, HHS school will obtain written confirmation from the training provider that the necessary checks have been carried out and that the trainee has been judged to be suitable to work with children.

Where Staff are recruited via third parties such as employment agencies, the Founding Principal or on behalf of the Principal, the School Co-ordinator will:

- Seek written confirmation from the agency that the agency has carried out all necessary checks on the individual
- Request written confirmation of the outcome of all checks
- Request written confirmation that an enhanced DBS certificate has been received by the agency
- Check a copy of a DBS certificate whether any information has been disclosed
- Check the identity of agency Staff when they first present for work to ensure they are person against whom the checks were taken out.

3. Recruitment and Selection Process

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of Staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

3.1 Advertising

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

3.2 Application forms

A curriculum vitae will not be sufficient for an interview and will only be accepted alongside a completed application. Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)

- A copy of, or link to, our child protection and safeguarding policy will be sent to shortlisted candidates

3.3 Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates:

- To complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
- Sign a declaration confirming the information they have provided is true

As of September 2022, the School will carry out online searches during the recruitment process for shortlisted candidates. This allows us to identify incidents or issues that have happened, and are publicly available online, which the school may explore with the applicant during the interview. Shortlisted candidates will be notified of this search.

4. Seeking References and Checking Employment History

We will obtain two references before interview, however, those applying for a Senior level position may be required to provide three references. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references, we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children

- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

5. Interview and Selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

Candidates should bring their ID, right to work and qualification documentation to interview to ensure the correct person is being interviewed. Qualifications include those required for the position as well as any declared on the job application form.

6. Pre-Appointment Vetting Checks

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.

6.1 New Staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new Staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will endeavour to have all DBS certificates completed prior to the start of employment, however, In the event of a late DBS, a risk assessment will be completed and the measures as set out in the risk assessment will be adhered to in order to safeguard children.
- If a new member of staff has a hard copy of their disclosure, has their disclosure on the Update Service and has not been out of work in an educational environment for over three months, we will use their current disclosure. Otherwise, a new disclosure will be completed.
- We will not keep a copy of the DBS certificate for longer than 6 months, but when the copy is destroyed, we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of Staff's employment and for 2 years afterwards

- 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. Where available, these will include:
- For all Staff, including teaching positions: [criminal records checks for overseas applicants](#)
- For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked
- Check that candidates taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state
- Birth certificates (where available) will be used to check an individual's identity

Management positions are most likely to include, but are not limited to, Headteachers, and Deputy Headteachers, Heads of years and School Co-ordinators.

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 take a decision 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 on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Hampstead Hill School will pay for all new Staff to complete a DBS check – this includes any renewals. Staff are expected to pay for their own Update Service. Hampstead Hill School will also pay for DBS checks for Staff arriving from agencies if needed.

6.2 Regulated activity

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college 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

6.3 Existing Staff

In certain circumstances we will carry out all the relevant checks on existing Staff as if the individual was a new member of Staff. These circumstances are when:

- There are concerns about an existing member of Staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

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
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the

Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or

- We believe 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.

6.4 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.

6.5 Contractors and visitors

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. These checks will be the same required employment checks as permanent Staff members.

All visitors and visiting speakers will be asked to provide proof of identification and will be supervised by a member of staff at all times. A risk assessment will be completed.

6.6 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.

6.7 Volunteers

According to KCSIE 2022, volunteer is defined as any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.

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

6.8 Directors

All Directors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the board will have their DBS check countersigned by the secretary of state.

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#))
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

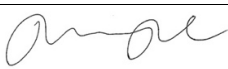
7. Staff Working in Alternative Provision Settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

8. Links with Other Policies

This policy links to the following policies and procedures:

- Behaviour
- Child Protection and Safeguarding
- Complaints
- Health and safety

Last Review	September 2023
Next Review	September 2024
Name	 Ross Montague

	Headteacher
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Appendix 1: Candidate Self-Declaration Form

HAMPSTEAD HILL SCHOOL Self-declaration form for candidates

*Candidates who have been shortlisted for interview **must** complete this form. Forms completed by unsuccessful candidates will be destroyed following interview.*

Do you have any adult cautions?

Yes ☐ No ☐

Do you have any unspent conditional cautions?

Yes ☐ No ☐

Do you have any unspent convictions in a court of law?

Yes ☐ No ☐

Do you have any spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)(England & Wales) Order 2020?

Yes ☐ No ☐

(Please note: Youth cautions, warnings and reprimands need not be disclosed)

Details:

Are you included on the DBS barred list from working with children?

Yes ☐ No ☐

Details:

Are you prohibited from teaching by the Teaching Regulation Agency?

Yes ☐ No ☐

Details:

Are you prohibited from taking part in the management of an independent school under section 128 of the Education and Skills Act 2008?

Yes ☐ No ☐

Details:

Have you ever been convicted in England or Wales of an offence that took place abroad?

Yes ☐ No ☐

Details:

Are you known to the Police or a children's social care department?

Yes ☐ No ☐

Details:

Have you been disqualified from providing childcare under the Childcare Disqualification Regulations 2018?

Yes ☐ No ☐

Details:

If you have lived overseas, is there any relevant information that you feel the interview panel should know about?

Yes ☐ No ☐

Details:

I declare that the information given is true

Signed:

Printed Name:

Date:

Appendix 2: Medical Fitness Form

Hampstead Hill School
Main Office - St Stephen's Hall
Pond Street
Hampstead
London
NW3 2PP

Telephone: 020 7435 6262

Email: sian@hampsteadhillschool.co.uk

Company Registration No: 07524437

In order to comply with Independent School Standards please could you read and sign the following declaration:

Yours sincerely,



Sian Hoskins

School Co-Ordinator

I confirm that that there are no physical or mental reasons which would prevent me from carrying out my duties in this employment.

Signed:

Print Name:

Dated: