

## Safer Recruitment Policy

This policy applies to the Whole School.

### 1 Statement

1.1 Bradford Grammar School (the "School") endorses the duties imposed by the Children Act 1989, and follows the guidance issued under Working Together to Safeguard Children, and Keeping Children Safe in Education, revised 2018 by the measures established for recruitment purposes and individuals entering the school site.

### 2 Aim

2.1 The School aims to make all the necessary checks required in order that risks to pupils are identified and informed decisions made regarding the suitability of individuals to work in the School prior to any work being undertaken, wherever possible.

### 3 Objectives

3.1 In addition to the Child Protection (Safeguarding) Policy, the following process must also be adhered to when recruiting any members of staff, whether temporary or permanent and also when inviting volunteers and visitors into School.

a Recruitment of employees - requests for additional employees must be submitted by the Head of Department to the Senior Leadership Team. (This includes all requests for temporary staff to help run co-curricular clubs e.g. sports coaches). Please refer to the School's Recruitment and Selection Guidance. Once approved, the HR Department will organise the recruitment process. *In all cases individuals must be interviewed by at least one employee who possesses a safer recruitment certificate.* Once an appointment is made, the HR Department will require all of the relevant employment details from the Head of Department/SLT (hours, duration of employment, role etc.) in order to make a formal offer of employment in writing, to obtain references and to make contact with the individual in order to arrange for a Disclosure & Barring Service application form to be completed along with other necessary I.D. checks. Where a request is declined by the SLT no further action should be taken.

*NB: Only once all relevant checks have been made and a DBS certificate received will the HR Department be able to confirm a start date and issue a contract of employment to the individual. The appointee must not, under any circumstances, be allowed to commence work until the HR Manager's confirmation is received. Anyone found in breach of this procedure may face disciplinary action.*

b Regulated activity - anyone (including visitors and volunteers) who is deemed to be undertaking regulated activity must possess a satisfactory DBS certificate and the original must be seen by

a member of the HR Department well in advance of the individual's initial activity in the School. Refer to the HR Department for clarification well before inviting an individual into School, as stringent guidelines must be adhered to.

- c Visitors – general - all visitors to the School who do not fall into the category of 'regulated activity' *must report and sign in at the Senior School reception (including Junior School visitors). Visitors MUST be supervised at all times whilst in School.* Employees who are expecting visitors MUST collect them from reception and are responsible for their supervision until they leave the premises after signing out at reception. A brief internet search should be undertaken to check the backgrounds of Visiting Speakers, and they will be fully supervised at all times by their host. (For the avoidance of doubt, visitors are classed as anyone other than pupils on the current School roll, current employees, current Governors and selected members of the OBA Committee who have DBS clearance).
- d Disqualification declaration - employees in the School who work in early years provision (children under 5), and those who work in later years provision for children who have not attained the age of eight, and employees who are directly concerned in the management of such provision are currently required to complete the School's Disqualification Declaration form. The form consists of a series of questions relating to criteria set out in The Childcare Act 2016 and the Childcare (Disqualification) Regulations 2009. This will be done on an annual basis and upon appointment. Individuals are required to notify the School immediately of any change(s) in circumstances in the meantime.
- e Risk assessments – the School appreciates that there may be times when urgent cover is required. Under such exceptional circumstances, once permission has been granted by a member of the SLT and before any cover work is carried out, the relevant person MUST be presented to the HR Department who will check the portability of any current DBS certificate that the relevant person may possess or will assist with the completion of a DBS application, should this be necessary. The relevant person will need to provide original ID (list available from the HR Department). In addition, and again before any work can be carried out, a risk assessment MUST be carried out by the Health, Safety & Training Manager which will detail the type of work being undertaken, hours being worked, date when the Barred Lists check was carried out and the name of the employee responsible for supervising. The risk assessment should be signed by the relevant person and the employee responsible for their supervision. The risk assessment will be reviewed on a fortnightly basis until the DBS certificate is received. It is the responsibility of the supervisor to ensure that the risk assessment is adhered to at all times. The HR Department will retain the risk assessment and advise the employee responsible for supervising when a review is due. Once the DBS certificate has been received the risk assessment will be signed off and a copy retained on the employee's personnel file by the HR Department.
- f Disclosure and Barring Service - the Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). A DBS certificate is portable and therefore valid with regard to working at the School if the holder has worked in a school or college within the last three months. If an employee has not worked in the School for a period of more than three months the DBS certificate is no longer valid (unless the individual has registered for the DBS Update Service)

and a new one must be acquired before the individual can resume their role at the School. Anyone newly appointed to a management role within the School will also undergo a prohibition from management check using the Department of Education Employer Access Online. In addition, if an appointee has lived or worked in the EEA the HR Department will perform an overseas check as part of the application process using the Department of Education Employer Access Online. The Governing Body deems it best practice to renew all DBS certificates on a three yearly basis.

- g Prospective employees who have lived and worked overseas during the previous 5 years and have not worked in a UK school since returning to the UK will be expected to obtain a certificate of good conduct from the police in each country concerned.
- h Prohibition - for teaching staff it is necessary to conduct a check using Employer Access Online to verify a teacher's qualified teacher status and to ensure that the teacher has not had a prohibition order made by the National College of Teaching and Leadership (NCTL) barring them from carrying out teaching work.
- i Prohibition for leadership and management staff - it is necessary to conduct a check using Employer Access Online to verify that there is no prohibition order made by the National College of Teaching and Leadership (NCTL) barring them from carrying out this work.
- j Prohibition - Prospective employees who have lived in the European Economic Area (EEA) who will be carrying out teaching work will undergo a check by the HR Department to ensure they are not subject to any sanction or restriction imposed by another EEA professional regulating authority.

#### **4 Scope**

- 4.1 All School employees, contractors, visitors and volunteers are required to abide by this policy.

#### **5 Responsibilities**

- 5.1 For further information, please liaise with the Deputy Head, with a member of the SLT or contact the HR Department.

#### **6 Guidance for employees**

- 6.1 The following guidance was issued to employees of the School in January 2015 and continues to be actioned and relevant:

"Dear Colleagues,

SLT and The Governors wish to remind all staff about our process for recruiting employees and inviting volunteers, student teachers and such like to work with our children.

The Governors and the SLT endorse the principle that stringent background checks must be undertaken on all persons conducting regulated activities. Teaching, training, instructing, caring, supervising and driving a vehicle for children are all regulated activities if the person is unsupervised and provided they are undertaken:

- frequently by the same person (once a week or more)
- on four or more days in any period of thirty days
- between 2am and 6am (when there is the opportunity to have contact with children)

These statutory frameworks inform School policy and practice. The School wishes to remind all colleagues that anyone who is deemed to be undertaking regulated activity must possess a satisfactory DBS certificate and the original must be seen by a member of the HR Department well in advance of their activity in School. The June 2016 ISI Handbook provides additional guidance and makes it clear that anyone who has access to our pupils but who is not undertaking regulated activity, due to the infrequent nature of their contact, must be supervised at all times.

No one other than the SLT or the HR Manager is authorised to make an offer of employment on behalf of the School, or to allow anyone to take up a placement or assignment with the School.

The HR Department must be contacted well in advance of the proposed start date for any employee, worker, volunteer, assistant, coach or student teacher etc. to work with our pupils in order that the necessary safeguarding checks can be undertaken.

Under no circumstances will the School allow individuals to commence employment without the HR Department first:

- a receiving three original suitable ID documents;
- b receiving a completed application form (available from the HR Department); or having sight of a suitable DBS certificate;
- d receiving the names and contact details of two suitable referees (references should be received in advance, wherever possible for teaching roles);
- e undertaking a prohibition check for teaching/management/overseas;
- f receiving a certificate of good conduct (for staff who have lived and worked overseas during the previous 5-year period); g receiving relevant qualification certificates;
- h receiving a completed medical questionnaire that is satisfactory to the School; and as soon as possible following appointment:
- i undertaking online child protection and PREVENT training, if evidence cannot be produced of recent training;

The HR Department will require the relevant employment/placement details (hours, duration, role etc.) in order to make a formal offer in writing, chase up references and make contact with the appointee in order to arrange all the above.

An individual coming to BGS to undertake a placement will normally already have a DBS certificate. However, those who do not will need to apply for one at their own expense and cannot commence their placement until the HR Department have sight of either the original certificate or have written confirmation of the disclosure from the educational institution providing the placement.

Only once all relevant checks have been made and a DBS certificate has been received will the HR Department be able to confirm a start date.

Additionally, anyone being brought into the School as a visitor must sign in and out at reception and be escorted at all times they are in School.

I would like to close by advising all colleagues that any breach of the guidance above could be regarded as gross misconduct pending disciplinary action. I mention this in the sincere hope that any such disciplinary action will be avoided.”

**Policy reviewed by:** Mrs C Macdonald, HR Manager  
**Last policy review date:** 21 September 2018  
**Next policy review date:** Summer 2019