

Safer Recruitment Policy

This policy applies to the whole school.

Updated 14 September 2023

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, by the measures established for recruitment purposes and individuals entering the school site.

2 Aim

- 2.1** The School carries out an Enhanced DBS check, a Barred List 99 check, a prohibition check for non-teaching staff and an Employer Access Check (EAC) for teaching staff 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 Safeguarding Policy, the following process must also be adhered to when recruiting any members of staff, whether temporary or permanent and also when inviting agency or third party staff, volunteers and visitors into School.
- a** Recruitment of persons - requests for additional employees must be submitted by the Line Manager to the Senior Leadership Team (SLT). (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 Human Resources (HR) Department will organise the recruitment process. All involved with the recruitment and employment of staff to work with children will hold a valid Safer Recruitment Certificate. Advertisements for posts will be clear that all roles within the school have safeguarding responsibilities for which successful candidates should be considered suitable to work with children and that successful applicants will be expected to agree to undergo DBS and other checks as part of safer recruitment practices. A curriculum vitae (CV) will only be accepted alongside a full application form, in order to capture important information about the candidate to enable informed decisions about a candidate's suitability for the role. Once an appointment is made, the HR Department will require all of the relevant employment details from the Line Manager/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 and for three items of original I.D. to be presented to, checked and photocopied by a member of the HR Department. 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 Department'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 –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 and testimonials of Visiting Speakers, and they MUST be 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.) Further details are provided in the 'Visits by External Speakers Guidance'.
- 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 2018. 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 either the Health and Safety Officer (H&SO) or the HR Team and then confirmed by the H&SO 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. 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 European Economic Area (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 an EAC to verify a teacher's qualified teacher status and to ensure that the teacher has not had a prohibition order made barring them from carrying out teaching work in a school.
- i Prohibition – for non-teaching staff it is necessary to conduct a prohibition check to verify that there is no prohibition order barring them from working in a school.
- j Prohibition - Prospective employees who have lived in the 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.
- k It is necessary to obtain written notification from any agency or third party organisation or contractor company that they have carried out the appropriate checks and obtained the relevant DBS certification on an individual who will be working at the School, that the School would otherwise perform.

4 Ongoing Vigilance

Good safeguarding requires continuing commitment from all to ensure the safety and welfare of children and be embedded in all the School's processes and procedures. Therefore, safer recruitment is not just about checking and safeguarding and is not limited to the recruitment process.

5 Scope

5.1 All School employees, agency or third-party staff, volunteers and visitors are required to abide by this policy.

6 Responsibilities

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

7 Guidance for employees

7.1 Safer recruitment guidance is issued to all employees at the start of each academic year by the Deputy Head.

Reviewed by Katy Owens (HR Manager), Autumn 2023
Next review date, Autumn 2024