

DE LA SALLE COLLEGE



SAFER RECRUITMENT IN EDUCATION POLICY

“FEAR NOT, FOR I AM WITH YOU; BE NOT DISMAYED, FOR I AM YOUR GOD; I WILL STENGTHEN YOU, I WILL HELP YOU , I WILL UPHOLD YOU WITH MY RIGHTEOUS RIGHT HAND.”

ISAIAH 41:10

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Introduction:

De La Salle College is totally committed to safeguarding and promoting the safety and welfare of children and young people and expects everyone connected with the school to share this commitment. To fulfil this aim De La Salle College will apply this recruitment and selection procedure and the measures described herein will be applied to everyone who has sole care or comes into contact with children for any length of time. De La Salle College recognises that a school in which child protection measures are not visible is likely to be perceived as a softer target by those likely to harm children or young people.

AIMS

- To help deter, reject or identify people whether they are paid staff, volunteers or contractors, who might be unsuitable to work with children by having thorough recruitment procedures and pre-employment vetting for appointing all staff.
- To operate such procedures consistently and thoroughly whilst obtaining, collating, analysing and evaluating information from and about applicants.
- To seek to ensure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

RECRUITMENT PROCEDURES

At each stage of our recruitment process we are mindful of the need to protect and safeguard children and to ensure that their welfare is promoted at all times. There is a thorough and consistent process of obtaining, collating, analysing and evaluating information about applicants and in order to ensure safe recruitment, De La Salle College will:

- Ensure that through safer recruitment advertising and pre-interview information, it will be made clear the school's commitment to safeguarding and promoting the welfare of children
- Send a recruitment pack to all applicants including:
 - ✓ Safeguarding Children policy
 - ✓ Prospectus
 - ✓ Job Description
 - ✓ Person Specification
 - ✓ Recruitment Process
 - ✓ Medical Questionnaire

- ✓ Application Form indicating that De La Salle College is a 'Safer Recruitment' employer
- ✓ Covering letter which stresses the need to complete an Application Form and stating that CVs will not be accepted as a **final** application

The application form will request comprehensive dates of an applicant's training and employment history to enable De La Salle College to identify any gaps in training and employment to alert the interview panel. Any gaps will be recorded by the panel giving a satisfactory explanation for those gaps. The application form will ask candidates if they wish to declare anything in light of the requirement for a DBS (**DISCLOSURE AND BARRING SERVICE**) disclosure.

Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) is the Government's 'Vetting and Barring' scheme. The DBS will be responsible for the application and monitoring features and will assume responsibility for the decision-making and maintenance of the lists of persons barred from working with children and vulnerable adults, (a list of people considered unsuitable for work with children held by the Department for Children, Schools and Families);PoCA (The Protection of Children Act) list and PoVA (The Protection of Vulnerable Adults) list.

The application form will also ask for details of attendance in previous employment. It will carry the following wording: **'De La Salle College is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment and two satisfactory references.'**

In addition the following will be required;

1. Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people.
2. Ensure that the person specification includes specific reference to suitability to work with children.
3. Obtain and scrutinise comprehensive information from applicants taking up and satisfactorily resolving any discrepancies or anomalies that are identified.
4. Obtain two independent professional and character written references pre interview, including 'Safer Recruitment' questions that ask specific questions to help assess an applicant's suitability to work with children. Any concerns identified will be followed up. Telephone verification will be sought that the referee has actually completed the reference.

5. Short list applicants, checking gaps in service and noting questions to ask in interview. Candidates will be invited to interview using a 'Safer Recruitment' letter and will be asked to provide the following documents at interview – proof of identity e.g. driving licence or birth certificate plus a valid passport, certificates or diplomas confirming education qualifications, qualified teacher status or qualifications appropriate for the position. Verification will be sought of a candidate's right to work in Jersey and copies of the successful candidate's passport and documentation as outlined above will be taken and retained on the person's file.

6. Conduct a face to face panel interview to explore the candidate's suitability to work with children as well as his/her suitability for the position being recruited. The panel will consist of at least 2 and preferably 3 members of staff including one who has been trained in safer recruitment and a second who has the authority to make the decision on the appointment. A consensus about the required standards for the post will be reached and issues considered and explored in interview in line with the agreed assessment criteria. The panel will assess the candidate's attitude towards children and young people and his/her ability to support the safeguarding policies of De La Salle College. Questions relating to child protection and safeguarding students will be asked in every interview for paid staff and volunteers prior to an offer of appointment.

7. Interview notes will be made and copies retained on the Personnel files. For teaching positions, the candidate will be observed in taught lessons wherever possible and notes kept of the outcome of the observation.

8. Verification of the successful candidate's identity from all scrutiny previously undertaken will occur and details entered on the staff employment check list related to:
 - ✓ Character/professional references
 - ✓ Original copies of qualifications seen and photocopied to confirm that the successful candidate has all the academic or vocational qualifications claimed
 - ✓ Medical form completed
 - ✓ Check place of residence and identify of successful candidate including name, address and date of birth by checking passport together with two utility bills less than 3 months old (Refer to Valid Identity Documents referred to in 'An applicant's guide to completing the DBS (Disclosure & Barring Service) Application Form.
 - ✓ Successful candidate has the right to work in the Jersey.
 - ✓ Successful candidate has a clearly traceable employment history and experience**The above process, once completed must be signed off and dated as legally required.**

9. Once all has been verified, the position can be offered verbally to the successful candidate subject to and final clearances required and confirmed in writing and a contract produced and issued pending successful completion of DBS checks and medical clearance. (Refer to Page 41 of the DfE document 'Safeguarding Children and Safer Recruitment in Education Document' for a definition of newly appointed staff)

10. Verify that he/she has the health and physical capacity for the job
11. Conduct an enhanced disclosure criminal record check via the DBS Service. The date of issue and the number of the DBS Certificate will be recorded on the **SINGLE CENTRAL RECORD** at De La Salle College (Refer to Page 48 of 'Safeguarding Children and Safer Recruitment in Education'). An employee can commence work whilst awaiting the result of the enhanced DBS clearance subject to a relevant risk assessment providing that they are closely supervised and the situation is reviewed at least every two weeks. The person will be informed about these safeguards. **Please refer to Commencing Employment Prior to Obtaining Enhanced DBS Clearance which is detailed below.**
12. Ensure all new staff to De La Salle College are familiarised with our Child Protection Policies and Safer Working Practices.
13. All staff, whether volunteers or paid professionals will be subject to a probationary period.
14. The documentation for the successful candidate will be retained by De La Salle College and all documentation for unsuccessful candidates will be confidentially destroyed after six months.

REMAINING VIGILANT POST-APPOINTMENT

Any disclosure of sexual abuse, physical abuse or neglect made by a De La Salle College student will be thoroughly investigated by our Child Protection Officer and the appropriate authorities involved. If the alleged abuse is by a De La Salle College employee, the individual will be the immediate subject of a disciplinary investigation and is likely to be suspended from duty whilst the investigation occurs. Refer to Chapter 5 of the DfE 'Safeguarding Children and Safer Recruitment in Education'.

If a candidate's application is considered to be fraudulent or contains false information, De La Salle College will report the matter without delay to the States of Jersey Education Department and also the police as appropriate.

SUPPLY STAFF

De La Salle College is well resourced with staff and would use an agency only in the case of emergency. If using supply staff from an agency, De La Salle College would check the identity of the teacher. De La Salle College will also check with the agency and obtain written confirmation that all appropriate 'safer recruitment' checks have been carried out including whether an enhanced DBS check has been made and whether any information was disclosed and if so it must be forwarded immediately to the school. The preference at De La Salle College is to work with a small pool of part time teachers all of whom are DBS checked and are well known, having a special relationship with the school and know its workings and students.

GAP STUDENTS

Due to the fact that there is no accommodation at De La Salle College, it is unlikely that we would recruit Gap students from overseas. However, De La Salle College is aware of the procedures.

OVERSEAS STAFF

If employing or using overseas personnel, an enhanced DBS with barred list Disclosure will always be completed. In addition, criminal records information will be sought from the police authorities in the relevant country and/or certificates of good conduct obtained from the relevant embassy. Where applicable, 'right to work' will be routinely checked.

VOLUNTEERS

1. Frequent/Regular Volunteers

Due to the ethos of De La Salle College, we would expect to fully involve parent and other appropriate volunteers in the life of the school. A voluntary member of staff is someone who volunteers his/her time, skills and abilities to De La Salle College free of charge. These volunteer helpers are usually parental helpers, members of the local community or individuals committed to a particular career path who wish to gain experience in a school environment in pursuit of their chosen professional goals.

Volunteers can be actively recruited by De La Salle College or they could be people who approach the school direct by telephone, email or letter offering their services. However they come to be within the school environment, identical safeguarding procedures for paid staff need to be adopted for **all** volunteers with regular contact with children. Regular contact refers to individuals who are based in De La Salle College for more than three consecutive days or accompany paid staff and students on trips involving over-night stays or who have a regular, agreed work pattern. For the purpose of this Policy, an agreed work pattern could be anything from once a term to 30 minute each month.

Volunteers who remain absent from De La Salle College for 3 consecutive months or more are required to complete another DBS Disclosure Application Form and be awarded Enhanced DBS Clearance prior to their return to duty. Enhanced DBS checks would be carried out for all volunteer workers and only well established volunteers would be used to assist on a regular basis with a school activity. De La Salle College will apply safer recruitment checks to all parents who choose to volunteer to support the school. These will include an enhanced DBS check and an interview. Teachers will be provided with lists of parents who have undergone checks so that they can ensure they are using appropriately cleared individuals as volunteers as needed.

2. Volunteers with irregular student contact

Voluntary adults working on an ad-hoc, one off basis will not be required to obtain DBS clearance attend an interview before the event. However, the school will, in such cases, ensure the volunteer is never left alone or unsupervised in the presence of young people. Examples of ad hoc occasions are day trips and sports days.

GOVERNORS

De La Salle College will ensure that the necessary checks are carried out on Governors and Directors at De La Salle College so that the suitability of people who serve the school in these capacities is verified in accordance with safer recruitment and in line with this Policy.

STUDENTS IN WORKPLACE ROLES

Secondary school aged students on work experience are not required to have a DBS check. In these cases, the school placing the student should ensure that he/she is suitable for the placement.

CONTRACTORS

Contractors who visit De La Salle College to carry out emergency repairs, perform routine maintenance of equipment or make structural changes to the property are not required to obtain DBS clearance. The vast majority of such work will be undertaken during school closure periods. Should work be necessary during the school term, site staff will escort the contractor to and from his/her destination, thereby avoiding unsupervised access to students.

In addition, all staff will be instructed to be vigilant to prevent students from accessing areas where builders etc are working, not only for reasons of safeguarding children but also for risks posed by Health and Safety considerations.

All contractors will be required to report to Reception and sign in and out when they enter or exit the school premises. Upon arrival, every contractor will be presented with an official De La Salle College visitor pass and all members of staff have been alerted to challenge any stranger present on any part of the school premises not displaying a pass.

Regular external contractors – employees of external companies who are regularly based in the school, cleaners, catering workers etc will be subject to the same identity checks and clearances as direct employees of De La Salle College. However, these will be carried out by their external employer to the satisfaction of the school and will form part of the terms and conditions of the business contract. The outcome of such checks will be notified to the school and the date of issue and document/certificate number recorded on the school's **Single Central Record**.

COMMENCING EMPLOYMENT PRIOR TO OBTAINING ENHANCED DBS CLEARANCE

Because our procedures will be followed in a professional and timely manner, the vast majority of new employees will be in possession of the DBS clearances before their contract start date. There will, however, be rare occasions when contracts start before the Enhanced Disclosure Certificate has been received. In this instance, the Head of College will use their discretion as to whether an employee can start work pending the receipt of the certificate. The Head of College must ensure that any employee where clearances are pending is appropriately supervised and that all other checks must have been completed where possible.

The Head of College will also consider the following factors whilst determining the level of supervision required:

- Previous experience
- Whether the individual is already in possession of a current or recent Enhanced Disclosure Certificate from another body
- The nature of the individual's duties and responsibilities within the school
- Information contained within references and the detail of such information

Supervision will occur from a variety of sources:

- The Line Manager will keep the new employee in sight as much as is practically possible
- Teachers will be asked to visit the classroom or area of the new employee as part of their normal discharge of duties around the De La Salle College
- Senior members of staff will pay ad hoc courtesy visits to the classroom or work station of the new employee.

In addition, it is likely that teachers, technicians or other members of staff will already be deployed in some of the areas where new employees are working.

It is vitally important that the above actions are carried out in the spirit of, and viewed as supportive mechanisms for the new employee as much as a safeguarding procedure for students.

EQUAL OPPORTUNITIES

De La Salle College does not discriminate between candidates on the basis of race, disability, gender, religion and beliefs, age or sexual orientation. De La Salle College is mindful of the requirements relating to the recruitment of ex-offenders and adheres to its Recruitment and Employment of Ex-Offenders policy.

This policy has been drawn up with regard to recent DfE guidance 'Safeguarding Children and Safer Recruitment in Education' (revised 2012), 'Working Together to Safeguard Children (revised 2020), and 'What to do if you're worried a child is being abused' (2015).

Appendix 1:

DE LA SALLE COLLEGE GUIDANCE ON SINGLE CENTRAL REGISTER (SCR) PROCESS

Aim of document:

This document has been collated to provide guidance regarding the process and documentation required by different group of people before they can be added to the Single Central Register spreadsheet of De La Salle College. This determines whether they have **supervised** or **unsupervised** access to the College grounds

Anyone who is likely to have regular unsupervised access to the children, at any time when the children are under the care of De La Salle College school, or after school activities must be registered on the spreadsheet before they are allowed unsupervised access.

Documentation required for onboarding checks:

Not every role requires the same levels of checks, and the process varies slightly for each group:

1. Teachers (unsupervised access):

- a. Application form: this is the start of the process, once received, the references and past employment checks are done. Once received the following is requested:
- b. The interview: The candidate is interviewed by a minimum of two people, one of whom is trained in safer recruitment.
- c. DBS certificate (if not available at this point, a new certificate application will take place following the interview for the successful candidate) – If candidate is not registered with the DBS update service, and new certificate application will be created, if registered, we will check the update service.
- d. Documentation request: prior to the start date, we ask the new teacher to present:
 - i. Photographic ID
 - ii. Bank statement
 - iii. Social Security card
 - iv. ITIS rate slip
 - v. In the case of non-British citizen, a settled status document is also required.
 - vi. If the candidate has resided outside the UK in the last 5 years, a certificate of good conduct from the relevant country is requested (it is up the candidate to provide this).
 - vii. Their teaching qualification

- e. Health Declaration form: this is a self-declaration form the candidate needs to fill in prior their starting date.

2. **Self Employed Peripatetic teachers (unsupervised access):**

- a. Application form: this is the start of the process, once received, the references and past employment checks are done. Once received the following is requested:
- b. The interview: The candidate is interviewed by a minimum of two people, one of whom is trained in safer recruitment.
- c. DBS certificate (if not available at this point, a new certificate application will take place following the interview for the successful candidate) – If candidate is not registered with the DBS update service, and new certificate application will be created, if registered, we will check the update service.
- d. Documentation request: (prior to the start date), we ask the new teacher to present:
 - i. Photographic ID
 - ii. In the case of non-British citizen, a settled status document is also required.
 - iii. If the candidate has resided outside the UK in the last 5 years, a certificate of good conduct from the relevant country is requested (it is up the candidate to provide this).
 - iv. Their teaching qualification
- e. Health Declaration form: this is a self-declaration form the candidate needs to fill in prior their starting date.
- f. Their Liability insurance is also requested but this document goes in their file **NOT** the SCR spreadsheet.

3. **Administration and support staff (unsupervised access)**

- a. Application form: this is the start of the process, once received, the references and past employment checks are done. Once received the following is requested:
- b. The interview: The candidate is interviewed by a minimum of two people, one of whom is trained in safer recruitment.
- c. DBS certificate (if not available at this point, a new certificate application will take place following the interview for the successful candidate) – If candidate is not registered with the DBS update service, and new certificate application will be created, if registered, we will check the update service.
- d. Documentation request: prior to the start date, we ask the person to present:
 - i. Photographic ID
 - ii. Bank statement
 - iii. Social Security card
 - iv. ITIS rate slip
 - v. In the case of non-British citizen, a settled status document is also required.

- vi. If the candidate has resided outside the UK in the last 5 years, a certificate of good conduct from the relevant country is requested (it is up to the candidate to provide this).
- e. Health Declaration form: this is a self-declaration form the candidate needs to fill in prior their starting date.

4. Student Support worker – sole traders/self-employed (unsupervised access):

- a. Application form: this is the start of the process, once received, the references and past employment checks are done. Once received the following is requested:
- b. The interview: The candidate is interviewed by a minimum of two people, one of whom is trained in safer recruitment.
- c. DBS certificate (if not available at this point, a new certificate application will take place following the interview for the successful candidate) – If candidate is not registered with the DBS update service, and new certificate application will be created, if registered, we will check the update service.
- d. Documentation request: (prior to the start date), we ask the person to present:
 - i. Photographic ID
 - ii. In the case of non-British citizen, a settled status document is also required.
 - iii. If the candidate has resided outside the UK in the last 5 years, a certificate of good conduct from the relevant country is requested (it is up to the candidate to provide this).
 - iv. Their teaching qualification
- e. Health Declaration form: this is a self-declaration form the candidate needs to fill in prior their starting date.
- f. Their Liability insurance is also requested but this document goes in their file **NOT** the SCR spreadsheet.

5. Student Support worker – employed by De La Salle (unsupervised access):

- a. Application form: this is the start of the process, once received, the references and past employment checks are done. Once received the following is requested:
- b. The interview: The candidate is interviewed by a minimum of two people
- c. DBS certificate (if not available at this point, a new certificate application will take place following the interview for the successful candidate) – If candidate is not registered with the DBS update service, and new certificate application will be created, if registered, we will check the update service.
- d. Documentation request: prior to the start date, we ask the person to present:
 - i. Photographic ID
 - ii. Bank statement
 - iii. Social Security card
 - iv. ITIS rate slip
 - v. In the case of non-British citizen, a settled status document is also required.

- vi. If the candidate has resided outside the UK in the last 5 years, a certificate of good conduct from the relevant country is requested (it is up to the candidate to provide this).
- e. Health Declaration form: this is a self-declaration form the candidate needs to fill in prior their starting date.

6. Student Support worker or contractors who are regularly on site unsupervised – employed by an agency or a company (unsupervised access): For clarification, this could range from an after-school club employee to people coming to support students with additional needs in the school which are employed by charities or any departments from the Government of Jersey or cleaning staff from G4S who have access to the site whilst children are present. **The employer is requested to provide the following:**

- a. A statement listing any members of staff likely to attend the College
- b. A signed checklist for each employee certifying that they have checked the following (the date each piece of document has been received by the company is also entered on this document):
 - i. ID checks
 - ii. Right to work in Jersey checks
 - iii. DBS checks
 - iv. Overseas checks (if applicable)
 - v. Qualifications
 - vi. References
 - vii. Past employment history
- c. Once the checklist has been received, the person should present ID at reception before starting at the College and the receptionist fills in and ID check form for SCR purposes.

7. Volunteers (unsupervised access):

- a. Application form: this is the start of the process, once received, the references and past employment checks are done. Once received the following is requested:
- b. The interview: The person is interviewed by a minimum of two people , one of whom is trained in safer recruitment.
- c. DBS certificate (if not available at this point, a new certificate application will take place following the interview for the successful candidate) – If candidate is not registered with the DBS update service, and new certificate application will be created, if registered, we will check the update service.

8. Governors (supervised): Governors do not have unsupervised access as they are appointed by mandate. However, they do need to have a DBS certificate.

How do I know if a person can be supervised or unsupervised?

If the person is included on the SCR spreadsheet, all checks have been completed and they can be unsupervised.

If the person is not listed on the SCR spreadsheet they must be supervised and a supervision must be completed by the supervisor/s.

The SCR spreadsheet can be checked by:

- The Head of College
- The Head of College's PA
- The Safeguarding lead

What happens to the documents?

- All documents are photocopied and placed in a sealed envelope that will go in the individual's file kept in the bursar's office. This envelope is to be opened only by the Head of College or the school inspector. Only the date those documents have been seen by the person responsible to fill in the SCR spreadsheet is entered on the SCR **no personal data shows on the spreadsheet.**
- Copies of the DBS certificate, ID, proof of address, health form, registration card and original ITIS slip are handed in to the Bursar's office for the individual's file.

What happens if not all documents have been presented before the start date?

1. The person can start but needs to be supervised at all time, a supervision sheet is available from reception and the person supervising the new starter needs to sign the sheet each day. When all documents have been handed in, this supervision sheet will be sealed in the SCR envelope of the individual file as proof of supervision
2. You need to ask the Head of College to authorise this person to start prior check completion and the Head of College must write a note to include in the SCR envelope to justify his decision.

What about subsequent DBS checks and ID checks?

Our safeguarding procedure requires that all our staff/volunteers etc are DBS checked on a three-yearly basis. We aim to do this by completing a DBS update check annually. Anyone not on the update service will need to complete a new DBS application before the 3-year deadline. However, the result of those checks should be given to the Administration lead who will record the certificate number to enable subsequent checks the following year. The copy of the certificate is then sent to the bursar's office to be held in the individual's file as **the SCR only records the information at the start of employment/volunteer activity.**

What about one-off meetings between children and external staff from statutory agencies?

Ordinarily school staff would be present in meetings between pupils and external staff and having a trusted member of staff present should always be offered. However, meetings between children and external staff, for example social workers may need to take place. These meetings should only be authorised by a senior member of staff i.e., the safeguarding lead or

the SENCO. The authorising staff member should dynamically risk assess if a private meeting between the child and external member of staff is required, taking in to account factors such as, is the meeting required for safeguarding purposes, are they from a known agency that would carry out safer recruitment e.g. a social worker or police officer from the PPU and how do you know e.g. official identification badge and or have previously worked with the external staff.