



Plymouth College

Recruitment Policy

The policy is founded on the educational aims of Plymouth College.

Last updated: September 2021

Next update due: September 2022

Responsibility: J Hayward (Head)

This policy should be read in conjunction with the Safeguarding Policy and the Equal Opportunities Policy.

The recruitment and selection procedures, adopted by Plymouth College are in accordance with those detailed in the DfE publication 'Keeping Children Safe in Education, September 2020 (KCSIE)' and the School is committed to following safer recruitment practice. Plymouth College is also committed to equal opportunity in employment and aims to ensure that employees are not discriminated against and are recruited and promoted on the basis of ability and objective criteria.

Teaching and Non-Teaching Staff

The School ensures that all advertising for teaching and non-teaching staff makes clear its commitment to safer recruitment and safeguarding children and young people. The School is committed to:

- ensuring that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people
- ensuring that the method of application includes specific reference to suitability to work with children and young people
- obtaining and scrutinising comprehensive information from applicants and taking up and satisfactorily resolving any discrepancies or anomalies
- obtaining two independent references. References are always obtained from current employers. If there is no current employer, verification of the most recent employment and reasons for leaving should be obtained. References should be from a senior person with 'appropriate authority.' The School ensures that any electronic references originate from a legitimate source.
- ensure that any internal candidates provide references before interview (in line with external candidates) and that any such reference is from a senior person with appropriate authority.
- ensuring that references should answer specific questions that help assess an applicant's suitability to work unsupervised with children and young people and to ascertain that there have been no disciplinary procedures or complaints/allegations
- undertaking a face-to-face interview that explores the candidate's suitability to work with children and young people as well as his or her suitability for the post (an interview panel always has at least one member of staff who has undergone safer recruitment training)
- checking his or her previous employment history and experience and querying any gaps in employment

Disqualification in the Early Years and Later Years (under 8's) Childcare

Where an employee, volunteer, supply teacher or governor will undertake or directly manage work in the EYFS or Childcare for children who have not attained the age of 8, they will be asked whether they are barred from working with children.

Grounds for disqualification include:

- being on the Disclosure and Barring Service (DBS) Children's Barred List
- being cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad
- being the subject of certain other orders relating to the care of children
- refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering

This follows the guidance given in the 'Disqualification under the Childcare Act 2006, 2015' and the 'Childcare (Disqualification) Regulations, 2009'. The School takes every step to ensure that they will not employ anyone to work in Childcare who is disqualified. If there is nothing to declare, then on appointment, the employee will sign a declaration to this effect. This check will be repeated on an annual basis, at the beginning of each academic year.

If an employee is found to be disqualified, then they will be removed from any Early Years and Later Years Childcare role, pending resolution. School will inform Ofsted; the employee may apply for a waiver from Ofsted.

Prior to Appointment

Once the post has been offered in writing and prior to actual appointment the School will:

- verify the successful applicant's identity, by checking the original passport/driving licence/birth certificate; photographic identification needs to be included, together with evidence of address. **During the COVID-19 pandemic, identification checks can be initiated by scanned images and video links, with original documents viewed when the individual first attends in person.**
- verify by checking original documents, the right to work in the United Kingdom (eg National Insurance Number) and the academic or vocational qualifications claimed, as appropriate. **During the COVID-19 pandemic, these checks can be initiated by scanned images and video links, with original documents viewed when the individual first attends in person.**
- verify that they have the health and physical capacity for the job by asking them to complete a medical questionnaire
- obtain an Enhanced Criminal Record Certificate with barred list check via the DBS (before or as soon as practicable after the appointment); portable disclosures (less than three months) are sometimes used, if appropriate, in which case a separate barred list check is obtained
- if employment begins before the DBS certificate has been seen, obtain a separate barred list check
- for teaching staff, peripatetic music staff and coaches, do a UK and an EU prohibition of teaching check
- for anyone taking up a middle or senior leadership role, obtain a prohibition of management check as part of the DBS check. This check will also be carried out for those staff promoted to these positions internally from May 2018.
- obtain any further checks necessary in the case of any person who has lived or has worked outside the UK including, from September 2016, the EEA via the NCTL Teaching Services system.
- for anyone working or living in boarding, a boarding agreement is signed

A checklist is completed for every appointment to ensure that all stages of the recruitment process have been covered. All original documentation and DBS certificates are seen by the HR Administrator who along with the Head, ensures that all safer recruitment procedures are adhered to.

Once the appointment is confirmed, copies of identity checks and qualifications are kept on the personnel file (copies of DBS certificates are shredded and kept for no more than 6 months). The Head gives final clearance for the member of staff to start employment and only after that is the member of staff added to SIMs, given access to the School's ICT network and email and a contract issued. All relevant safeguarding policies are signed as part of the induction programme.

Activity Leaders

When appointing activity leaders, similar procedures to those outlined above are followed. Staff must speak to the HR Administrator before any such appointment is made to ensure that the correct procedures for checking and vetting are adhered to.

Supply Staff

The School obtains written confirmation from the relevant supply agency that all required safer recruitments checks have been completed for that person. School carries out its own identity check. School must also view the enhanced DBS certificate as requested by the agency (this certificate must be dated within the last 3 years).

Volunteers

There is no set formula for the vetting of volunteers, unless they are in Regulated Activity. As a guide, an unsupervised volunteer whose presence is frequent and regular is in Regulated Activity, as is any volunteer undertaking personal care of a pupil. 'One-off' volunteers, helping for example, with day outings and school concerts, would not require vetting checks but they should not be unsupervised or must not undertake any kind of personal care. Before any volunteer comes into school to begin any work, staff must complete a 'Volunteers Form' and speak to the HR Administrator, who will in turn discuss with the Head, to ascertain what checks, if any, are

required. The School makes risk-assessed decisions about whether to obtain enhanced DBS checks for volunteers and record these risk assessments as part of the 'Volunteers Form'.

Employees of Third Parties

Individuals employed by third parties, such as psychologists and other public sector staff, should have been checked by their employing organisation. The HR Administrator must be informed, ahead of any such individual arriving in School. Although it is not necessary for School to see their disclosure, the individual's DBS certificate will be checked whenever possible and photographic identity will be checked on first arriving at School. The same rules apply to sports referees and equivalent professionals supplied by a central body and also to student teachers coming officially from a supplying university.

Contractors

Employees of contractors working at the School on a long term basis, such as catering staff, are subject to the same checks and written confirmation is supplied by the employing organisation which will contain details of names of specific individual employees, checks and dates. Photographic identity is always checked on arrival.

Where employees of contractors such as heating engineers, plumbers and builders have undergone DBS checks by their employer, the HR Administrator will seek confirmation from the employer that the required checks have been undertaken and photographic identity will be checked on arrival at school. Where this happens, the contractors are allowed unsupervised access to areas around School.

Any other unchecked contractors are not allowed to work unsupervised and must be escorted around the School site at all times, whenever pupils are on site.

In all cases, the HR Administrator must be informed if a contractor is to be brought on site for the first time.

Visiting Speakers

Staff must ensure that any visiting speakers who might fall within the scope of the Prevent Duty, whether invited in to School by staff or pupils, are suitable and appropriately supervised. Staff must ensure that any such speaker who comes in to School has been researched, then checked and vetted as appropriate. An internet search is advised as a first step to check suitability. Staff are then asked to speak to the Designated Safeguarding Lead, if they have concerns.

Safeguarding Training

All newly appointed staff and volunteers, are given copies of the School's Safeguarding and Child Protection Policy, KCSIE, September 2018 and are given safeguarding training by one of the School's Safeguarding Leads - see Safeguarding Policy. Student teachers also undergo the same safeguarding training.

Governors

All governors are subject to an identity check and undergo an enhanced DBS check (with barred list check if working in Regulated Activity). Governors are also checked for their right to work in the UK and for a prohibition from management order. Governors are also given the suite of Safeguarding Policy documents as required in 'KCSIE, September 2018'.

Single Central Register

Details of every employee, volunteer (if in Regulated Activity), contractor, governor and any supply staff are entered in the Single Central Register (SCR) at the time of appointment. Dates are also recorded on the SCR of when disqualification checks are completed for individuals, if required. If checks are required for a visiting speaker, these will also be recorded on the SCR. If staff leave employment during an academic year, their name will not be removed from the SCR until the end of the academic year, in accordance with ISI regulations.