



# The Federation of Duke Street and Highfield Nursery Schools

## Policy for Safer Recruitment, Selection and Supervision of Staff

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## RELEVANT NATIONAL GUIDANCE

### Keeping Children Safe in Education

### The Bichard Inquiry Report

### Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings and Covid Addendum April 2020

**NOTE:** In January 2021 the DfE issued a revised version of Keeping Children Safe in Education 2020 with changes strictly limited to those related to the UK leaving the EU.

## RELATED CHAPTERS

### Allegations against Persons who Work with Children (including Carers and Volunteers) Procedure

### Complex (Organised or Multiple) Abuse Procedure

### Support for Staff Following the Death of a Child Procedure

## AMENDMENT

In November 2021, this chapter was updated to reflect legal changes following EU exit, including guidance on checking the past conduct of individuals who have lived or worked overseas

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## Introduction

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At the Federation of Duke Street and Highfield Nursery School we know we have a duty to safeguard and promote the children's welfare. This includes ensuring that safe recruitment and selection procedures are adopted which deter, reject or identify people who might abuse children or are otherwise unsuitable to work with them;

Making safeguarding and promoting the welfare of children is an essential part of creating safe environments for children and young people. Safer practice in recruitment means thinking about and including issues to do with child protection at every stage of the process;

To ensure that those involved in recruiting and selecting staff are able to successfully test the candidates' ability and experience against a clearly defined person specification, we ensure that:

- There is always at least one member of the recruitment panel who have up to date safer recruitment training.
- Others on the panel are supervised and supported to understand the importance of safer recruitment;

- A safer recruitment checklist is followed to ensure all methods are in place to deter people who may cause harm from being employed at our federation. See appendix a.
- Periodic evaluation of performance by their supervisors.

We commit to ensure all staff who are employed by us or via an agency / service have been through safer recruitment process.

We commit to ensure we are an inclusive environment and culture and our school aims to meet its obligation under the public sector equality duty by having due regard to the need to:

- Eliminate discrimination and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it.

Having due regard for advancing equality involves;

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

## Choice of Candidate

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### Quality of Job Advertisement, Job Description and Person Specification

We always adhere to an explicit written recruitment and selection policy statement and detailed procedures that comply with the requirements set out in this chapter. This includes an explicit statement about our commitment to safeguarding and promoting the welfare of children. Our statement is included in:

- Publicity materials;
- Recruitment websites;
- Advertisements;
- Candidate information packs;
- Person specifications;
- Job descriptions;
- Competency frameworks;
- Induction training.

Once a post becomes vacant or a new post is created, the job description and person specification are agreed and/or reviewed to ensure compliance with the safe recruitment guidance set out in this procedure. This applies whatever the level of responsibility or duration of the appointment.

Job advertisements always have reference to the need for the successful applicant to undertake an Enhanced Disclosure via the <https://www.gov.uk/government/organisations/disclosure-and-barring-service> as well as the usual details of the post, salary, qualifications required etc;

The level of information to be sent to potential applicants in the candidates' information pack will depend on the level of the post. A copy of the organisation's Safeguarding Children Statement is always included in the information pack, as well as the application form, job description and person specification. The information sets out clearly the extent of the relationships and contact with children and the degree of responsibility for children that the person will have in the position to be filled. The information stresses that the identity of the candidate, if successful, will need to be checked thoroughly and will refer to the need for a Disclosure and Barring Service check;

Job descriptions state:

- The main duties and responsibilities of the post; and
- The post-holder's responsibility to safeguard and promote the welfare of children with whom they have contact or for whom they are responsible.

Person specifications:

- Include the qualifications and experience, and any other requirements needed to perform the role in relation to working with children;
- Describe the competencies and qualities that the successful candidate should be able to demonstrate;
- Explain that if the applicant is short-listed any relevant issues arising from the references will be taken up at interview;
- Explain how these requirements will be tested and assessed during the selection process including:
  - Motivation to work with children;
  - Ability to form and maintain appropriate relationships and personal boundaries with children;
  - Emotional resilience in working with challenging behaviours;
  - Attitudes to use of authority and maintaining discipline.

Both job descriptions and person specifications are completed at the same time and before the job is advertised.

We always use the LCC standard application form for appropriate staff vacancies. The application form asks for:

- Full identifying details of the applicant, including current and former names, date of birth, current address and national insurance number;
- Details of any relevant academic and/or vocational qualifications with details of the awarding body and date of the award;
- A full history in chronological order since leaving secondary education, including periods of any post-secondary education or training and part-time or voluntary work as well as full-time employment with start and end dates, explanations for periods not in employment, education or training and reasons for leaving each employment;
- Details of referees, one of whom must be from the applicant's current or most recent employer. Referees should not be accepted from relatives or persons writing solely in the capacity of friends. Where an applicant who is not currently working with children has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children. Careful consideration needs to be given where the applicant has been working as a locum or on a series of temporary contracts. The need to request an additional reference from the last permanent employer should be considered. (See also [References](#));
- A statement of the personal qualities and experiences that the applicant believes are relevant to his or her suitability for the post advertised and how they meet the person specification;
- A signed declaration by the applicant that they are not disqualified from work with children, on the Barred Lists of the Disclosure and Barring Service or subject to sanctions imposed by a [Regulatory Authority](#) and that they have no convictions, cautions and bind-overs, including those regarded as 'spent', or have attached details of their criminal record in a sealed envelope marked 'confidential'.

Incomplete applications are not accepted and are returned to the applicant for completion.

We do not accept CVs drawn up by applicants in place of an application form because these only contain the information the applicant wishes to present and may omit relevant details.

The application form also records:

- Where appropriate, the successful candidate will be required to provide a Disclosure and Barring Service Disclosure at the appropriate level for the post;
- The prospective employer will seek references on short-listed candidates and may approach previous employers to verify particular experience or qualifications, before interview;
- If the applicant is working with children, either paid or unpaid, his or her current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired, and whether the candidate has been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about these issues; and
- Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the Police.

## References

The purpose of seeking reference is to obtain objective and factual information to support appointment decision.

References are not accepted except where they have been sought directly from a previous employer or other referee. Open "To whom it may concern" references are never accepted.

A copy of the job description and the person specifications are included with all reference requests.

All requests for references via an up-to-date L.C.C. pro forma, which includes:

- The referees relationship with the candidate,;
- Whether the referee is satisfied that the person has the ability and is suitable to undertake the job;
- Whether the referee is completely satisfied that the candidate is suitable to work with children and if not, for specific details of the referees concerns and the reasons why the referee believes the person might be unsuitable;
- And reminds the referee that:
- They have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission;
- Relevant factual content of the reference may be discussed with the applicant.

In addition to the above, requests addressed to a candidate's current or previous employer in work with children also seek:

- Specific verifiable comments about the candidates performance history and conduct;
- Details of any disciplinary procedures the candidate has been subject to in which the disciplinary sanction is current;
- Details of any disciplinary procedures the candidate has been subject to involving issues related to the safety and welfare of children, including any in which the disciplinary sanction has expired, and the outcome of those;
- Details of any allegations or concerns that have been raised about the candidate that relate either to the safety and welfare of children or behaviour towards children and the outcome of those concerns, e.g. whether the allegations or concerns were investigated, the conclusions reached, and how the matter was resolved.

An employer reference is always obtained in respect of internal candidates for posts involving direct contact with children.

So that information of comparable weight is obtained for all candidates, references on all short-listed candidates (including internal ones) wherever possible are obtained prior to interview so that any issues of concern they raise can be explored further with a referee and taken up with the candidate at interview.

Written references are checked carefully with the application form to identify any possible discrepancies; in all cases, any discrepancy is taken up with the candidate before the person's appointment is confirmed.

## References and Checks with Respect to Agency Staff

Where members of staff are engaged via specialist employment agencies, there are systems in place to ensure that only employment agencies which offer safe selection processes are used. Agency staff provide a verification of their identity prior to starting work in the same as any directly employed member of staff.

References from any previous substantive employers are sought as described above and requests to employment agencies seek confirmation:

- That the individual was registered with the agency in the period/s claimed;
- Of all assignments including dates, roles and name and address of all work places;
- Of the quantity and pattern of any absences from their assignments;
- Of any cause for concern within the agency including any request by a client for the person to be withdrawn from an assignment which upon investigation was found to be justified.

The employment agency is also asked to confirm in writing that the required checks have been undertaken and the results received, including the date of the last Disclosure and Barring Service Disclosure and whether it included any disclosed information. Where there is disclosed information, we obtain a copy of the Disclosure and Barring Service Disclosure from the agency. If the Disclosure and Barring Service Disclosure has not yet been received from the agency, the employer must require the agency to inform them of the content as soon as it is received. In the meantime the candidate will not be employed.

## Selection Methods

### The Selection Panel

Selection Panels will comprise with a minimum of two interviewers. The same selection panel should both short-list and interview candidates, unless unforeseen circumstances occur. Panel members will not stand to gain from the appointment or have a personal relationship with any of the applicants.

Interview panels are balanced wherever possible by gender and race and at least one panel member will have experience and an understanding of working with children and one panel member (who can be the same person) will have had up to date safe recruitment and selection training.

### Scrutinising and Short-Listing

All applications are scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.

In drawing up a short-list there is always a systematic and consistent approach. All applicants are assessed equally against the criteria contained in the person specification without exception or variation. Information provided in application forms is cross checked with other sources of information prior to short-listing and interview so that any discrepancy can be explored with the candidate at interview. The criteria for personal qualities and skills is used as well as those in relation to qualifications and experience.

### Interviews

Candidates are asked to bring documentary evidence of their right to work in the UK and their identity. [Right to Work Evidence](#) should be as prescribed by the Home Office. Evidence of identity includes a full birth certificate or a passport/photo driving licence or some form of photograph identification, together with an additional document such as a utility bill that verifies the candidates name and address. Where appropriate, change of name documentation should also be brought to the interview.

Candidates are asked to bring original or certified copies of documents confirming any necessary or relevant educational and professional qualifications. If the successful candidate cannot produce original documents or certified copies, written confirmation of their relevant qualifications is obtained from the awarding body.

Interviews are face to face even where there is only one candidate, unless extreme unavoidable circumstances. All questions are prepared in advance by the Selection Panel and are not discriminatory with regard to gender, marital status, race or ethnic origin, disability, religion, age, sexual orientation or political belief.

The candidates' attitude towards children and commitment to safeguarding and promoting the welfare of children is tested. The following areas are explored with the candidates in the interview:

- Their motivation and reasons for working with children;
- Their perceptions about the boundaries of acceptable behaviour towards children;
- Their ability to form and maintain professional relationships;
- Their understanding of safeguarding children.

Any gaps in the candidate's employment history must be fully explored during the interview as should any discrepancies arising from the information supplied by the candidate or a referee.

Notes of questions asked and answers given at the interview are made and retained in school by the bursars.

After the interview, Panel members separately score the candidates. Then share their scores and discuss their reasons for reaching the scores. This discussion should result in a joint agreed score for each candidate.

A decision as to whether to appoint an individual to a role working with children must be based upon an evaluation of the information obtained from all of the above stages. Appointments are made on the basis of a person's experiences, ability and suitability to perform the role rather than on the urgency of the need or the availability of the applicant.

### **Offer of Appointment to Successful Candidate**

An offer of appointment is conditional upon pre-employment checks being satisfactorily completed, including:

- Receipt of two satisfactory references - if references have not been obtained before the interview, it is vital that they are obtained and scrutinised before a person's appointment is confirmed;
- Verification of the candidate's identity (if this has not been verified straight after the interview);
- A Disclosure and Barring Service Disclosure appropriate to the role (but see also [Paragraph 53](#)), which will include a check of the Barred Lists;
- Verification of the candidate's medical fitness;
- Verification of any relevant qualifications and professional status (if not verified straight after the interview) and whether any restrictions have been imposed by a regulatory body such as the Teaching Regulation Agency or the General Medical Council;
- Confirmation that the candidate has a right to work in the UK; (see [GOV.UK Website](#) for information on how to check a candidate is allowed to work in the UK).

All checks are confirmed in writing, documented and retained on the personnel file and followed up where they are unsatisfactory or where there are discrepancies in the information provided. All information is stored on an up-to-date single central record of recruitment and vetting checks of staff and volunteers.

Ideally, where a Disclosure and Barring Service Disclosure is required, it should be obtained before an individual begins work. It must in any case be obtained as soon as practicable after the individual's appointment and the request for a Disclosure and Barring Service Disclosure should be submitted in advance of the individual starting work. However, there is discretion to allow an individual to begin work pending receipt of the Disclosure and Barring Service Disclosure. However, in such cases, the individual is appropriately supervised and all other checks, must have been completed.

Appropriate supervision for individuals who start work prior to the result of a Disclosure and Barring Service Disclosure being known needs to reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry. For those with limited experience and where references have provided limited information the level of supervision required will be high. For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work a lower level of supervision may be appropriate. For all staff without completed Disclosure and

Barring Service Disclosures it is made clear that they are subject to this additional supervision and they wear a red badge at all times. The nature of the supervision is specified and the roles of staff in undertaking the supervision spelt out. The arrangements are reviewed regularly at least every two weeks until the Disclosure and Barring Service Disclosure is received.

Where a Disclosure and Barring Service Disclosure indicates cause for concern for agency or directly employed staff, the member of staff is immediately withdrawn pending further enquiries.

## **Disclosure and Barring Service Checks**

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The Disclosure and Barring Service provides two levels of disclosures which are of relevance to employers (standard and enhanced disclosures), and one or other must be sought with respect to all candidates who seek to work with children.

### **All staff at the federation will require an Enhanced Disclosure.**

The enhanced disclosure in addition to the information provided by a standard disclosure may contain non-conviction information from local Police records, which a chief Police officer thinks may be relevant to the position sought.

### **Persons Prohibited from Working/Seeking Work with Children**

If a disclosure reveals that an applicant is prohibited from seeking or working with children, as set out in Section 36 of the Criminal Justice and Court Act 2000, it is an offence for a person to apply for or accept any work in any of the regulated positions as set out in the Act and the Police must be informed without delay of the individuals attempt to seek employment. It is also an offence for an organisation knowingly to offer work in a regulated position to an individual who is disqualified from working with children or fail to remove such a person from work. So we would never offer employment in these circumstances.

### **Checks on Overseas Staff**

Where an applicant has worked or been resident overseas in the previous 5 years, we will obtain a check of the applicant's criminal record from the relevant authority in that country and seek additional information about an applicant's conduct. Not all countries provide this service and advice is sought from the Disclosure and Barring Service.

When recruiting, we will:

- Follow Part 3 of KCSIE which sets out the safer recruitment checks schools must conduct;
- Make any further checks we think appropriate so that relevant events that occurred outside of the UK can be considered - the Home Office provides guidance on criminal records checks for overseas applicants, see [GOV.UK, Criminal records checks for overseas applicants](#).

### **Evaluation and Management of Disclosure Information**

Any concerns raised as a result of Disclosure and Barring Service checks are always followed up. Where information is disclosed, we will sought advice from safeguarding team and/ or LCC HR senior manager to help make a judgment about the person's suitability to work with children taking into account only those offences that may be relevant to the post in question. Where further information is required, the applicant's consent is sought and the information obtained by a person with an understanding of child protection matters.

In deciding the relevance of disclosure information, the following is considered:

- The nature of the appointment;
- The nature and circumstances of the offence;
- The age at which the offence took place;



- The frequency of the offence.

## Recording

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All documentation relating to the recruitment of staff is retained on file, including notes made of candidates' responses to questions at interview. Any check completed are confirmed in writing and retained on the candidate's personnel file, together with photocopies of and documents used to verify their identity and qualifications. Under Disclosure and Barring Service regulations, Disclosure and Barring Service disclosures should be destroyed as soon as it is no longer needed, but a record must be kept of the date the disclosure was obtained and who by, the level of the disclosure and the unique reference number.

A record is kept of evidence to show that such checks have been carried out in respect of supply staff and volunteers whether recruited directly or through an agency.

Satisfactory references are kept on the candidates personnel file or, in the case of supply staff or volunteers not recruited through an agency, on a central record within the organisation.

Where information gained by the employer from either references or other checks calls into question the candidate's suitability to work with children, or where the candidate has provided false information in support of the application, the facts are reported to the Safeguarding Unit and/or to the Police.

## Induction and Review

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All new staff, including agency staff, induction covers safeguarding and promoting children's welfare as outlined in each Safeguarding Children Partnership's Training Strategy. This includes an introduction to the organisation's safeguarding policy and procedures. They are also made aware of the identity and specific responsibilities of those staff with designated safeguarding responsibilities.

New staff members are provided with information about safe practice and a full explanation of their role and responsibilities and the standard of conduct and behaviour expected. They are also provided with information about the organisation's disciplinary procedures and the relevant whistleblowing policy.

The induction programme includes attendance at child protection training at a level appropriate to the member of staffs work with children.

Where appropriate, supplementary induction, supervision training and appraisal with respect to their new role is provided. Information gleaned from the selection process is used to inform a personalised induction and support programme.

Regular supervision and review meetings between the appointee and their line manager is convened by the line manager throughout the induction period to address areas where further support, guidance and training may be required.

Probation periods apply for all support staff who are new employees with no continuous service from another school or local government employer. A probation period does not apply to employees who have changed roles or been promoted. The probation period is referenced on the contract of employment.

## Supervision and Support

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At the Federation of Duke Street and Highfield Nursery School's we know we have a duty to ensure the provision of:

- Adequate training for staff working with and/or likely to come into contact with children and families;
- Clear and up to date procedures to follow in relation to safeguarding and promoting the welfare of children, including information sharing and what to do if they have concerns that a child has suffered or is at risk of suffering significant harm;

- Ready access to advice, expertise and management support in all matters related to safeguarding children and child protection (including recognition of the need for additional support in particular cases or circumstances);
- Systems to protect staff from violence, bullying and harassment including racial harassment and homophobia;
- Systems to monitor that staff comply with expected behaviour and good practice through performance management and professional development arrangements;
- Complaints and whistle-blowing procedures to allow service users and staff to highlight issues for consideration and resolution;

Supervision is given to all staff, however D.S.L.'s are given external supervision from a suitably trained and experienced practitioner Supervisors are available to practitioners as an important source of advice and expertise, and may be required to endorse judgments at certain key points in time, which are then recorded within the child's case records on CPOMS.

## Recording Systems for Unsuitable Staff

Any concerns that arise that call into question a person's suitability to work with children are managed according to the [Allegations against Persons who Work with Children \(including Carers and Volunteers\) Procedure](#).

## Whistleblowing

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Staff, through fears about repercussions, may find it difficult to raise child protection concerns about colleagues or managers; which is why we have our [Whistleblowing policy](#) and procedure that provides alternative methods of reporting concerns relating to conduct which is in breach of the law, compromises health and safety provisions or falls below established standards of childcare practice. This is shared with staff during induction and stored on a shared drive with easy access for any staff.

## LCC updated guidance Summer 2023 conducting online searches

### Keeping Children Safe in Education 2023 – Conducting Online Searches

Keeping children safe in education (KCSIE) 2023 paragraph 221 states:

221. In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks.

#### **Rationale for the change**

In 2019 there was a case reported in the national media where an Oxford primary school employed a Spanish woman as a teaching assistant, unaware that she had been convicted in Spain for killing a child.

The school had completed the necessary criminal records checks. However, the law in the specific country stated that if a person under the age of 18 commits an offence, the offence is removed from their criminal record after 10 years. Because the individual was under 18 and applied for the job in the UK after 10 years, their criminal record was clear, and the school was not made aware of this issue. While the school did not do anything wrong, an internet search would have revealed this information.

#### **Advice for schools**

- 'should' in statutory guidance means that you should do it unless you have a good reason not to; if you decide that you have a good reason not to undertake the search, it is recommended that you retain a written rationale for this.
- 'online search' is not the same as a search of candidates' social media activity. It is important to note that the DfE is not encouraging potential employers to search candidates' social media presence - schools should not be looking at Facebook, Instagram, etc., as this could introduce bias into the recruitment process and result in recruiters discriminating against candidates. There could be information on some candidates and not on others and some candidates may have tighter privacy settings than others, thereby limiting the information available. It would also potentially be a breach of data protection to search an individual's social media presence, particularly if that search is done covertly.
- Your processing condition under GDPR UK / DPA 2018 is that it is a regulatory requirement; you therefore do not need consent from candidates to undertake the search. However, the applicant has a right to know beforehand that this search will be conducted if they are shortlisted. Schools should therefore consider adding this information to the recruitment information shared with candidates e.g. in the advert, recruitment materials, invitation to interview letter etc, ensuring that the candidate is informed in advance of the search being undertaken. e.g. *Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.*

- Schools and colleges should decide who will undertake online searches. Ideally, the online search should not be completed by a member of the recruitment panel as they may find information that is not relevant regarding sexuality, gender, religious views etc which may result in personal bias or may leave the panel open to claims of such bias.
- The person undertaking the searches should be given a clear outline of what they are looking for, how to record it and who to pass the information to. Bearing in mind this is part of a safeguarding check, the search is purely about whether the individual is suitable to work with children, and the individual undertaking the search needs to be clear on what information they should and shouldn't share with the panel.
- Copies of the information should be saved via a screenshot/printing off a hard copy of the information available so that the recruitment panel can see what has been discovered and can justify any recruitment decisions made as a result of the additional information.
- Recruitment panels need to remember that criminal information found via a search engine is still covered by the Ministry of Justice filtering rules – if the conviction / caution would be filtered, it should not be discussed with the candidate and cannot be taken into account in making recruitment decisions. Guidance and criteria on the filtering of cautions and convictions can be found on the [Ministry of Justice](#) website.
- Information recorded by the school regarding an online search (emails from the person conducting the searches to the panel, etc) is subject to data protection legislation and would be disclosable under a Subject Access Request – it is important that schools ensure that the information considered is fair, factual and does not introduce personal bias.
- There is no requirement to add an 'online searches' column to the Single Central Record but schools may choose to do so in the same way that they may record other non-statutory information.
- When conducting online searches the school might wish to consider searching for
  - (candidate current/past names) convicted
  - (candidate current/past names) crown court
  - (candidate current/past names) magistrates court
  - (candidate current/past names) followed by towns/cities in which they have lived/worked
  - (candidate current/past names) guilty
  - (candidate current/past names) investigation
- Schools should also ensure that they ask their preferred supply agencies to confirm that they are now including online searches in their vetting procedures.

### **Where information is discovered via an online search**

- If information has been discovered, this should be compared with the candidate's application form, employment history and criminal / suitability self-disclosure and then discussed with the applicant at interview – the questions asked and responses provided by the applicant should be recorded on the interview notes.

- If the information relates to a serious incident or demonstrates that the candidate has been dishonest in their application / self-disclosure, seek advice from the LADO and / or the schools HR Manager before discussing with the candidate at interview.
- Following discussion, the panel will decide whether or not they deem the candidate suitable for appointment.
- Information found as a result of an online search on an unsuccessful candidate should be retained for twelve months after the appointment has been made. This will enable the panel to justify their decisions in the event that a challenge is made in relation to the selection process via a complaint or through an Employment Tribunal.

Once the recruitment panel are satisfied that information found on a successful candidate does not rule them out of appointment, they should record that decision and the reasoning behind such a decision on the candidate's personal file and retain copies of any information considered. The purpose of the record is to assist in justifying the appointment and to help prevent unnecessary re-investigation if such information resurfaces after a period time. The reasoning behind the retention of such information should be clearly explained to the candidate.



**SAFEGUARDING INFORMATION TO BE SHARED (If applicable)**

Candidate Name	Information to be notified to Recruitment Panel (evidence to be attached)

COMPLETED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

Once complete this should be passed to the Chair of the Interview Panel for action.

**TO BE COMPLETED BY CHAIR OF INTERVIEW PANEL (If applicable)**

Candidate Name	Information compared with application form, employment history and self-declaration form	Action taken at interview / responses provided/ conclusions reached

CHAIR NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix. A

**Recruitment and selection checklist (COVID adjustments shown in yellow)**

Pre-interview	Initials	Date
<b>Planning – timetable decided:</b> job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
<b>Vacancy advertised</b> – (where appropriate) advertisement includes reference to safeguarding policy; that is, statement of commitment to safeguard and promoting welfare of children and need for successful applicant to be DBS checked.		
<b>Applications on receipt</b> – Scrutinised – any discrepancies/ anomalies / gaps in employment noted to explore if candidate considered for shortlisting.		
<b>Interview Panel</b> – should be briefed and at least 1 member suitability trained in safer recruitment.		
Shortlist prepared and interview	Initials	Date
<b>Reference – seeking</b> sought directly from referee on shortlisted candidates; ask recommended specific questions; including reason for leaving and any previous safeguarding allegations / disciplinary action.		
<b>Online search</b> – conducted and completed and findings recorded		
<b>Reference – on receipt</b> checked against information on application; ensure referee has appropriate authority, scrutinise; any discrepancy/issue of concern noted to take up with referee and/or applicant.		
<b>Invitation to interview</b> – includes all relevant information and instructions.		
<b>Criminal record self-disclosure</b> – with explanation or links to filtering rules and spent / unspent and signposts to impartial advice - sent to shortlisted candidates and to be returned prior to interview date		
<b>Interview arrangements</b> – at least 2 interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards.		
<b>Interview</b> – explores applicant’s suitability for work with children as well as suitability for the requirements of the post.		
<b>Any self-disclosed criminal history or issues of suitability</b> – check information would not be filtered / protected, discuss context with candidate at interview, record what was discussed, and seek additional advice if necessary.		
<b>Identity &amp; right to work</b> – original documents verified on day of interview <b>OR (for remote recruitment) scanned originals seen by school &amp; date scan was received should be recorded here</b>		
<b>Birth certificate</b> – is seen wherever possible, in order to identify whether a person has changed their name		
<b>Qualifications</b> of successful applicant verified on the day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file <b>OR</b>		



<b>(remote recruitment)</b> scanned originals seen by school & date scan received should be recorded here		
<b>Post interview</b>	Initials	Date
<b>Conditional offer of appointment</b> – offer of appointment is made on conditional satisfactory completion of the following pre-appointment checks and consideration of a probationary period.		
<b>References</b> - receive and check (if not obtained and scrutinised previously) any issues are clarified with referee and/or candidate. <u>Content confirmed with the referee and electronic references are verified as from a legitimate source.</u>		
<b>Identity &amp; Qualifications</b> (If these could not be verified at interview) <b>If recruitment process was remote, the originals must be seen in school on or before start date &amp; the date seen should be recorded here</b>		

	Initials	Date
<b>Evidence of right to work in the UK</b> – refer to <a href="https://www.gov.uk/legal-right-work-uk">https://www.gov.uk/legal-right-work-uk</a> for guidance. <b>If recruitment process was remote, originals must be seen on or before start date &amp; the date seen recorded here</b>		
<b>DBS Certificate</b> – Apply for relevant level of DBS, which will be sent back to the applicant. Applicant should then present the original certificate to the recruiting manager. Any disclosed information relevant to suitability should be compared with the self-disclosure. The recruiting manager should make a note on the Single Central Record of the date it was seen by them. For applicants who are signed up to the DBS update service, permission must be sought from the candidate to view the certificate by the recruiting manager. If isn't at the appropriate level or the disclosure details have changed, a new DBS must be obtained. <b>If recruitment process was remote, a scanned copy of the ID and DBS certificate can be used to check status on the update service but originals must be seen on or before start date &amp; cross-referenced with details on scanned docs.</b>		
<b>Barred list check</b> – check the candidate is not barred from taking up the post (this check should only be undertaken for those working in regulated activity, more guidance at <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf</a> ).		
<b>Qualified Teacher Status (QTS)</b> – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges), the teacher has obtained a PGCE or Certificate of Education (Cert. Ed) or FE Teaching Certificate		
<b>Prohibition / GTCE</b> – (for teaching posts) the teacher has not been included in the prohibition list, interim prohibition list or subject to GTCE sanctions		
<b>Prohibition from management</b> (independent/free schools/academies and maintained school governors) – anyone appointed to a management position is not barred from management by the Secretary of State		
<b>Health</b> – Ensure the candidate is medically fit to take up the post. This requirement can be satisfied by using a self-declaration medical form.		
<b>Disqualification from childcare</b> – (for relevant posts only) go to <a href="https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006">https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006</a> for more guidance on who is bound by the disqualification rules.		
<b>Employing individuals who have lived or worked outside the UK</b> – These individuals must undergo the same checks as any other candidate, as well as further checks so that relevant events that occurred outside the UK can be considered. Further guidance on overseas criminal checks can be found here: <a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a>		
<b>Appointment and period of probation to be confirmed</b>	Initials	Date

<p><b>Induction</b> – include the following:</p> <ul style="list-style-type: none"> <li>- Appropriate level of safeguarding and child protection training</li> <li>- Name and how to contact the DSL</li> <li>- KCSIE part 1 (or annex A if appropriate) with annex B (for staff in contact with children)</li> <li>- Online safety &amp; acceptable use agreement</li> <li>- Whistleblowing</li> <li>- Single Equalities policy</li> <li>- Pupil behaviour policy</li> <li>- Safe working practice / staff code of conduct</li> <li>- Health &amp; Safety in the workplace</li> <li>- Emergency evacuation procedures</li> <li>- Any other relevant CPD</li> </ul>		
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