



## **Safer Recruitment Policy**

### **INTRODUCTION**

The purpose of this policy is to set out the School's recruitment process which aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people;
- ensure that the person is suitable for the position to which the person is appointed.

This policy reflects the guidance from the DfE on Keeping Children Safe in Education (September 2016), the Independent School Standards Regulations (2014) and the National Minimum Standards for Boarding Schools (NMS). It also reflects the training in Safer Recruitment that has been successfully completed by the Head, Director of Music, Bursar, HR Officer, Deputy Heads (Academic and Pastoral), Heads of boarding houses (Boys' House and Victoria House), Music Department Manager, Domestic Services Manager and others.

This policy covers any person who will be working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract. The following are included: teachers, instrumental tutors, coaches, part-time staff, supply staff, PGCE trainees, Governors, administrative staff, other support staff, staff appointed from overseas and volunteers.

The policy is reviewed by the School's Safeguarding Committee.

### **INVITING APPLICATIONS**

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: "The School is committed to safeguarding children and young people. All postholders are subject to a satisfactory Disclosure and Barring check." It is expected that most Disclosures will be Enhanced checks for regulated activity, otherwise the most appropriate check will be carried out.

Depending on the vacancy, the post may initially be advertised "internally". The School may advertise the vacancy externally, if necessary, before interviews take place.

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the School's Safeguarding policy;
- an application form;
- information about the School;
- information about the recruitment process.

All external applicants must complete, in full, the School's application form. All internal applicants must provide any additional information and/or changes since their last School application form was completed. CVs are not acceptable as substitutes for fully completed application forms.

## **SHORT-LISTING AND REFERENCES**

Short-listing of candidates will be against the person specification for the post.

Where possible, written references (at least two) will be taken up before the interview stage, so that any discrepancies can be probed during the selection stage. Verbal references may be sought at this point but will require written confirmation from the referee, before the employee's start date. A detailed written note, dated and signed, will be kept of such verbal exchanges. All references to be followed up by verbal contact with the referee.

References on proforma reference request forms will be sought directly from the referees.

References or testimonials provided by the candidate will not be accepted.

Referees will be contacted by telephone when applicable to clarify any anomalies or discrepancies. A detailed written note, dated and signed, will be made of such exchanges.

As stated on the application form, where necessary, previous employers who have not been named as referees will also be contacted in order to clarify any anomalies or discrepancies. A detailed written note, dated and signed, will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

Where it proves impossible to obtain overseas police checks further references will be obtained.

School employees are entitled to see and receive, if they so request, copies of their employment references.

## **THE SELECTION PROCESS**

Selection techniques will be determined by the nature and duties of the post, but all vacancies will require an interview of short-listed candidates. Telephone or video-conferencing interviews may be used where the candidate is known to the interviewing panel or at the short-listing stage but face-to-face interviews will be used whenever possible.

Candidates will always be required before, or at, their interviews:

- to provide proof of identity, from original current photographic ID (passport, driving licence, birth certificate) and proof of address documentation. A certified copy will be made of these documents;
- to explain satisfactorily any gaps in employment;
- to provide original certificates of relevant qualifications;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on an Enhanced DBS certificate;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **EMPLOYMENT CHECKS**

All successful applicants are required before taking up employment to:

- a. be checked against the Barred List/List 99 for Regulated Activity;
- b. be checked for any prohibition order, interim prohibition order or any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act or any disqualification, prohibition or restriction which takes effect as if contained in either such direction;

From 12 August 2015 staff appointed to management positions are subject to section 128 direction. **This does not apply to staff promoted internally.**

All new starters including any non-contracted but Chetham's cleared personnel will be checked against the Prohibition from Teaching order, as part of the recruitment process.

- c. From 18<sup>th</sup> January 2016 where applicable, EEA Authority restrictions were checked (qualified teachers);

From 5<sup>th</sup> September 2016 any person commencing "teaching work" with the Students will be checked for EEA Authority Sanctions. Where a sanction is identified, the School will risk assess the sanction and make an employment decision based on this. The School has recently taken the decision to check all staff, supply staff and others going through Clearance checks against this requirement. Where a sanction is identified, the School will risk assess the sanction and make an employment decision based on this. Retrospective checks are currently being made and entered onto the CRA, for all new starters from 18/1/2016;

- d. provide proof of:-
  - (i) identity
  - (ii) medical fitness for the role, where relevant, fitness and/or adjustments assessed by the School's occupational health provider.
  - (iii) right to work in the UK
  - (iv) where appropriate, provide original certificates of qualifications listed on the application form relevant to the post as identified on the person specifications for the role;
- e. complete an Enhanced DBS check (which includes a check against the Barred List for those who will be in regulated activity) and receive satisfactory clearance. The original DBS certificate must be seen by the School, prior to the employee's start date

*Please note that the School is trialling the DBS update service for new Practice Assistants and Instrumental Tutors from 5<sup>th</sup> April 2016, to be reviewed at the end of the 2016/17 academic year.*

- f. where the applicant has lived outside the UK within the previous 5 years, for more than a 3 month period, further checks (including, where available, police checks from the overseas countries) will be carried out if the Enhanced DBS check is not sufficient to establish suitability to work with children, unless the applicant has worked in a school in the UK since moving from overseas, when the standard checks will suffice;

- g. meets the additional checks required by Standard 14 of the National Minimum standards for Boarding Schools i.e. provide 2 written references and extra references if requested and be risk assessed if they have worked in a country which does not provide a police check

**h. Undergo Safeguarding training with the Designated Safeguarding Lead**

**i. Undergo Induction training with HR Officer and Departmental Head**

Each candidate will be interviewed by a person who has received Safer Recruitment training.

All pre-employment checks and training will be fully completed and the School will have sight of the original DBS certificate before the new person starts work.

Once an offer of employment has been made, the individual will be asked to complete a confidential health assessment (or if Chetham's Clearance is being obtained by a Contractor or Volunteer, they will be asked to confirm their fitness to work within their Details Form) followed up, where appropriate, by a referral to Occupational Health. Employment will only be confirmed on satisfactory receipt of the health assessment report which must state that the applicant is fit to work.

On completion of all pre-employment checks, the individual's file will be given to the Bursar for final review. There will normally be up to a 3 day period during which the file may be authorised. Once the file has been authorised the HR Officer will notify the Head of Department and other relevant staff to agree a start date.

### **DBS – DISCLOSURE DELAYS**

A short period of work is allowed (**in very exceptional conditions**), at the Head's discretion, providing the DBS application form has been sent off prior to the new person's start date and all other recruitment checks have been fully completed.

The following procedure will be used:-

- A Barred List check is completed by the Bursar;
- A Risk Assessment is completed, supervision identified and the RA approved by the Head;
- Safeguards are reviewed every 2 weeks;
- The individual, Head of Department and Leadership Team are informed of these safeguards;
- A note is made on the Central Register of Appointments;
- Paperwork is kept on the new employee's personnel file;
- The appointment will only be confirmed once the DBS Certificate has been satisfactorily received.

### **STAFF RETURNING TO CHETHAM'S (WITHIN 3 MONTHS)**

Staff having previously **completed all pre employment checks** who **resign/break continuity of service**, but then return to work at Chetham's, in either a contractor role or as an employee **within a 3 month period** will require the following checks, prior to their start date (linked to the ISI standard Part 4 Paragraph 18 ( sub section 3 & 4).

The individual's personnel file will also be reviewed prior to their start date to ensure no information currently required by ISI is missing; in the event of any missing information, this will be requested and must be provided prior to their start date along with the following:

- Barred List check

- Check for relevant Prohibition from Teaching/EEA Authority Sanctions and/or Prohibition from Management & Leadership Order
- An email stating any new employment since last working/providing services for Chetham's
- Confirmation that they are fit to work in the post
- Any person with "limited leave to remain" visas will be asked to provide sight of their original current visa.

**STAFF RETURNING TO WORK FOLLOWING A PERIOD OF ABSENCE OF MORE THAN 3 MONTHS, WHERE CONTINUITY OF SERVICE HAS NOT BEEN BROKEN.**

Staff returning to work from Maternity Leave, Parental Leave, Long Term Sickness, or other similar types of leave **where continuity of service is maintained** do not need to be checked as new employees. However employees taking Sabbatical or other similar types of leave will be required to renew their DBS check.

**ALL STAFF RE-EMPLOYED OR RETURNING TO SCHOOL IN ANOTHER WORK CAPACITY FOLLOWING A PERIOD OF MORE THAN 3 MONTHS (broken service)**

Will complete all pre employment checks as per a NEW EMPLOYEE. This will also apply to any CONTRACTOR, SUPPLY person or VOLUNTEER having unsupervised access to children.

**ZERO HOURS CONTRACTS**

Staff with "Zero hours" contracts who have continuity of service between periods of work which do not exceed 12 months, do not need to be rechecked on each **return to work.** Zero hours staff who have not worked for the School for a **period of longer than 12 months** will be required before resuming their duties to:

- undertake a new DBS check
- be checked for a Prohibition Order section 128/142
- provide additional information about employment undertaken since their last application form was provided to Chetham's
- confirm they are fit for the role
- undertake Safeguarding training
- undertake a Departmental Induction.

**CONTRACTORS**

Relevant contractors who visit the School on a regular basis and who may have unsupervised access to children are treated as staff and are subject to the same employment checks as employed staff. They are not allowed to work unsupervised until all Chetham's Clearance checks have been satisfactorily carried out.

**CONTRACTORS/VOLUNTEERS (CHETHAM'S CLEARED) WHO ARE SUBSEQUENTLY EMPLOYED AS MEMBERS OF STAFF (within a 3 month period since last offering their services to the School)**

If a person originally starts at Chetham's as a Contractor or Volunteer and completes Chetham's Clearance checks but is then contractually employed by the School (within a 3 month period since last undertaking work) they will be required to:

- complete an application form for the post
- have a Barred List check
- be checked for any Prohibition for Teaching and/or Management Order subject to direction under section 142 of the Education Act 2002 or section 128 of the Educational Skills act 2008 and EEA Authority restrictions. Where a sanction is identified, the School will risk assess the sanction and make an employment decision based on this.

- attend an interview
- provide qualifications (if applicable)
- complete a pre-employment health assessment (if not already undertaken)
- sign off a job description.

### **APPOINTMENT OF SUPPLY AND (CONTRACT SODEXO) STAFF**

- Written confirmation is obtained in advance of appointment from the relevant supply agency to confirm that the required checks have been carried out: identity, Enhanced DBS disclosure right to work in the UK, Barred List/List 99, prohibition, qualifications, overseas checks, references, medical fitness and employment history. A check for any Prohibition Order S.142/128 check (if relevant) is also undertaken and details documented.
- These checks are noted on the Central Register of Appointments for all supply staff except Sodexo who maintain their own CRA. This register is updated and a copy is sent to the HR officer following any changes to Sodexo staff. The School also ensures in advance of appointment that the original DBS certificate is seen by the School and that the person's identity is checked. A photocopy of both the DBS Certificate and the identity document(s) are taken. Both the date at which the DBS Certificate was obtained and also the date the DBS Certificate is checked by the Supply Agency must be recorded on the Supply New Starter form.
- All pre-employment checks must be completed before the person starts work at the School.
- Induction of supply staff is carried out by the relevant Head of Department.
- Induction of new Contract Sodexo staff is carried out in School by Sodexo Staff.
- Safeguarding training is carried out, prior to employment, by the School's Designated Safeguarding Lead.

### **APPOINTMENT OF VOLUNTEERS, OTHERS AND THIRD PARTIES (VISITING PROFESSIONALS)**

The following checks on new regular volunteers are carried out: Enhanced DBS disclosure (including Barred List check for relevant activity roles), references, informal interview, and no concerns raised by others in the School.

One-off volunteers for non-overnight activities who will not have unsupervised access to students do not require vetting checks.

The School understands that visiting professionals such as psychologists, nurses, dentists and other public sector staff will have been vetted by their own employing organisations and this must be confirmed in writing to the School by the employing organisation. Their identity will be checked by the School prior to their first visit or appointment and copies made of their identity documents.

### **APPOINTMENT OF PROPRIETOR (CHAIR) AND GOVERNORS**

The "proprietor" is the person or body of persons registered with the DfE as being responsible for the management of the School. The Governing Body is the proprietor of Chetham's School of Music.

For the appointment of the **Chair of the Governing Body**

#### **The School will check**

- Barred list/List 99 - confirmation that the individual is not barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act where the individual will be engaging in activity which is regulated activity within the meaning of Part 1 of Schedule 4 of that act.
- With effect from April 2016, the DfE will no longer use the Veri-fy service but instead will use their own identity checking form. The Chair of Governors will take the following three steps to obtain the DBS check.

Step 1 –obtain an application form for an enhanced disclosure by telephoning the Bureau on 03000 200190, quoting DBS registered Organisation Name: Department for Education and Registered Body number: 20881800002. Identifying any volunteers as necessary.

Step 2 – Contact the Department by phone 01325 340405 or by email, [registration.enquiries@education.gsi.gov.uk](mailto:registration.enquiries@education.gsi.gov.uk), to obtain a verification form. Photo identification will be required. The form will include details of how to complete the process.

Step 3 – The form, application for disclosure and the enhanced disclosure fee, if applicable, will be sent to the address below in the envelope provided.

Independent Education and Boarding Team  
 Department for Education  
 Bishopsgate House  
 Feethams  
 Darlington  
 DL1 5QE

The Department will then countersign the application and send both forms to the DBS. Once the DBS have processed the application a copy of a disclosure will be sent to the applicant in the post direct from the DBS. The Department has undertaken to comply with the DBS Code of Practice. The School will need sight of the DBS certificate prior to taking up office.

The disclosure of a criminal record, or other information will not bar a person from becoming a proprietor (Chair of Governors) of an independent school unless the Secretary of State considers that the conviction renders them unsuitable.

In any case where the information supplied by the DBS differs from that provided by the applicant, and is of significance, the applicant will be given the opportunity to explain the position.

- The School will check for any prohibition order, interim prohibition order or any direction under section 128 of the 2008 Act or Section 142 of the 2002 Act or any disqualification, prohibition or restriction which takes effect as if contained in either such direction.
- **The Secretary of State will undertake**
  - an Enhanced DBS check countersigned by the Secretary of State
  - checks on the individual's identity
  - checks on their right to work in the UK
  - where the individual has lived outside of the United Kingdom, and where obtaining an enhanced criminal record certificate is not sufficient to establish the individual's

suitability to work in a school, such further checks as the Secretary of State considers appropriate.

#### For the appointment of the **Proprietors (Governors) of the School**

##### **The School will check**

- Barred list/List 99 - confirmation that the individual is not barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act where the individual will be engaging in activity which is regulated activity within the meaning of Part 1 of Schedule 4 of that act
- for any prohibition order, interim prohibition order or any direction under section 128 of the 2008 Act or Section 142 of the 2002 Act or any disqualification, prohibition or restriction which takes effect as if contained in either such direction.
- an Enhanced DBS check
- checks on the individual's identity
- check on their right to work in the UK
- where the individual has lived outside of the United Kingdom, and where obtaining an enhanced criminal record certificate is not sufficient to establish the individual's suitability to work in a school, such further checks as the Secretary of State considers appropriate

#### **POSTGRADUATE CERTIFICATE IN EDUCATION (PGCE) TRAINEES**

PGCE trainees provided by Manchester University, who will normally be provided to the School in pairs and normally in the spring term, are not covered by our other recruitment or visitor categories. Their recruitment follows these stages:

1. Check with the University's PGCE Office for any discrepancies in their CV e.g. gaps in employment history - undertaken by the Deputy Head (Curriculum)
2. Confirmation of a trainee's DBS check, including a check of the Barred List by the University PGCE Office, to confirm that the trainee's DBS certificate has been received. Confirmation of no issues raised or otherwise discussed. **PLUS ANY OVERSEAS CHECKS (IF APPLICABLE)**
3. Prohibition from Teaching order check, **to also include a check against any EEA Authority restrictions**
4. Medical Fitness statement
5. Photocopies taken of the original DBS certificate  
identity documents  
qualifications
6. Safer Recruitment interview
7. Safeguarding training with the Designated Safeguarding Lead
8. School and Departmental induction
9. Head's 'Welcome' in placement Week 1 (or earlier)

10. Risk Assessment of each individual trainee in a meeting between Head and Deputy Head (Curriculum) at the end of placement Week 1
11. Review of Risk Assessment during the placement as necessary
12. Record of the relevant details in the CRA by the HR Officer.

(These stages conform to the NCTL's Initial Teacher Training criteria supporting advice: Information for accredited initial teacher training providers (September 2014).

### **PRE EMPLOYMENT INDUCTION**

All staff (including temporary staff, volunteers and relevant contractors) who are new to the School will receive induction training that will include the School's safeguarding policies, the Whistleblowing Policy and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee and the appropriate Head of Department.

### **CENTRAL REGISTER OF APPOINTMENTS**

The School maintains a Central Register of Appointments (CRA) in accordance with the ISSRs and NMS to enable a note of all checks to be kept in one place.

the Post  
 date of Appointment  
 name of staff  
 address  
 date of birth  
 barred list/list 99  
 qualifications  
 enhanced DBS  
 prohibition check (Teaching)  
 prohibition check (Management and Leadership)  
 EEA Authority restrictions  
 identity  
 right to work  
 references  
 application form  
 medical fitness  
 notes

The CRA is reviewed regularly by the Bursar to ensure accuracy.

### **GOVERNANCE OVERSIGHT**

**The Governing Body have appointed a Governor responsible for Safeguarding.**

The Bursar reports regularly to the Safeguarding Committee and to the Governing Body on the following matters:

- That all pre employment checks have been fully carried out prior to appointment for all types of appointee
- The status of Safer Recruiting training
- That the Central Register of Appointments has been completed accurately.

The Chair of the Safeguarding Committee makes checks of personnel files on a random basis to ensure that all checks are being carried out effectively and on a timely basis.

The Safeguarding Committee will review this policy annually.

Sarah Newman/Lynn Rutherford

Reviewed: November 2015

Updated January 2016

Amended August 16

Updated Jan 2017

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