



Safer Recruitment Policy

Adopted: 24th March 2017

Reviewed: 9th October 2021

To be Reviewed: October 2023

Mission Statement

Why:

We believe in the right of every young adult at Chatsworth Futures to access high quality learning opportunities which will empower and enable them to live happy, safe, healthy, valued and fulfilling adult lives.

How:

We achieve this by providing a safe, caring, challenging and positive learning environment in which the dignity, individual choices and aspirations of each learner are respected and celebrated.

We strive to work collaboratively with learners, their families and colleagues to develop an inclusive, equitable and friendly organisation in which healthy risk taking is encouraged, enjoyable experiences are offered and strong relationships are at the heart of all we do.

What:

We endeavour to nurture independent, empowered and fulfilled individuals who are able to live purposeful, productive and happy lives as they move on from Chatsworth Futures.

Introduction

Statutory guidance in safer recruitment practices was introduced with effect from January 2007. This policy summarises the necessary steps that must be followed in terms of recruitment and selection. This policy will help Chatsworth Futures ensure that we have effective safeguarding systems in place in line with legislative requirements and sets out recruitment best practice, some of which is underpinned by legislation,

Safeguarding learners is everybody's responsibility. Good safeguarding practice therefore has to be built into routine procedures and practice. Nowhere is this more important than in the recruitment and vetting of people who have contact with our learners.

Elements of Safer Practice

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding vulnerable adults and promoting the welfare of children and vulnerable adults at every stage of the process. It starts with the process of planning the recruitment exercise, where the post is advertised, ensuring that the advert makes clear the organisation's commitment to safeguarding and promoting the welfare of children and vulnerable adults. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. The main elements of the process include:

- Ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and vulnerable adults
- Ensuring that the person specification includes specific reference to suitability to work with children and vulnerable adults
- Obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies
- Obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and vulnerable adults and follow up any concerns
- A face-to-face interview that explores the candidate's suitability to work with children and vulnerable adults as well as his/her suitability for the post
- Verifying the successful applicant's identity
- Verifying that the successful applicant has all of the academic or vocational qualifications claimed
- Checking the applicant's previous employment history and experience
- Verifying that the applicant has the health and physical capacity for the job
- Conducting appropriate DBS and barred list checks

Whilst checks are an essential safeguard, but they will only pick up those abusers who have been convicted, those who have come to the attention of the police, or who have

been listed. Some individuals who are unsuited to working with children and vulnerable adults may not have any previous convictions and will not appear on any official lists.

Recruitment and Selection Policy Statement

Chatsworth Futures should have an explicit written recruitment and selection policy statement and procedures that comply with National and Local Guidance. The statement should detail all aspects of the process and should link to the Safeguarding Policy and procedures. The policy statement should incorporate an explicit statement about our commitment to safeguarding and promoting the welfare of children and vulnerable adults. An example is:

“Chatsworth Futures is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.”

This statement should be included in:

- Publicity material
- Recruitment websites
- Advertisements
- Candidate information packs
- Person Specifications
- Job Descriptions
- Competency frameworks
- Induction training.

Planning and Advertising

Planning is the key to successful recruitment. The College should be clear on what mix of qualities, qualifications and experience a successful candidate will need to demonstrate to prevent unsuitable applications, setting adequate time aside at each stage to ensure that safeguards are not overlooked. For example, allowing time for references to be obtained on short listed candidates before interview.

The checklist at **Appendix A** provides a convenient way of signing off each stage of the Recruitment and Selection process and can be filed as a permanent record following appointment.

The Checks

The following recruitment and vetting checks must be conducted on intended new employees:

- Identity checks
- Barred list checks
- Enhanced DBS checks
- Overseas record checks
- Checks to confirm the right to work in the United Kingdom
- References from previous employers

The above checks **MUST** be undertaken **BEFORE** a person's appointment is confirmed. In exceptional circumstances a person may commence employment on a provisional basis despite all checks not being completed. This may only occur when there are significant operational pressures driving this decision. In such cases, a comprehensive risk assessment of the individual must be undertaken by the Principal which must stipulate clearly that the individual will at no point be left alone with learners.

Identity Checks

Proof of identity must be provided such as a birth certificate, driving licence or passport, combined with evidence of address, before an appointment is made. Some form of photographic identity should be seen except where for exceptional reasons none is available.

In summary, the proof should include name, date of birth, address and photographic identity.

If a member of staff is provided by an agency or other third party then the College **MUST** check that the person who comes to them is the same person by carrying out the above checks.

Single Central Record of Recruitment and Vetting Checks

By 1st April 2007, in addition to the various staff records which are kept as part of normal arrangements, organisations **MUST** also maintain a **single central record** of recruitment and vetting checks to include: -

- All staff who are employed to work at the school or college
- All staff who are engaged as supply staff to the school or college whether employed by the school or college or through an agency.

- Others who have been chosen by the school or college to work in regular contact ('Regular' is defined as meaning 3 or more times in a 30 day period or once a month or more) or overnight with children and vulnerable adults including:
 - Volunteers
 - Governors who also work as volunteers within the school
 - People brought in to provide additional teaching or instruction for pupils or learners who are not staff members e.g. a specialist sports coach or artist.

Supply Staff

Checks must be conducted with the relevant supply agency and written confirmation that all the appropriate checks have been undertaken must be obtained. When a disclosure contains information, a copy of the DBS certificate must be seen by the Principal.

Right to work in the UK

The College needs to ensure that any foreign nationals they are seeking to employ have permission to work in the UK.

Staff who have lived outside the UK

Newly appointed staff that have lived outside the United Kingdom must undergo the same checks as for all other staff. In addition, checks from the countries they have worked in will be sought by the Trust.

References

Two references should always be sought and obtained directly from the referee. One reference should be from the last employer or an organisation that has knowledge of the applicant's work or volunteering with children and young people or vulnerable adults. The College should not accept references or testimonials provided by the candidate, or open references and testimonials i.e. 'To whom it may concern'.

If references are not taken up prior to interview the College should ensure they are received and scrutinised and any concerns are resolved satisfactorily, **before** the person's appointment is confirmed.

References should ask:

- About the referee's relationship with the candidate i.e. in what capacity they have known them, how long etc.

- Whether the referee is satisfied as to their suitability to undertake the job and how they have demonstrated they have met the person specification.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and young people or vulnerable adults and if not the reasons why the candidate believes the person may be unsuitable.
- Current post, salary and sickness record confirmation.
- Verifiable comments regarding the applicant's performance history and conduct.
- Details of any disciplinary procedures the applicant has been subject to in which the sanction is current.
- Disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children and young people or vulnerable adults or behaviour towards children and young people or vulnerable adults, the outcomes and how the matters were resolved.

The references should be checked when returned to ensure all specific questions have been answered satisfactorily. If not referees should be contacted and asked to provide written answers or amplification as appropriate. Any information provided about previous disciplinary issues or allegations should be considered in the context and circumstances of the individual case.

Appendix A

RECRUITMENT AND SELECTION CHECKLIST

	Initials	Date
<p>Planning</p> <p>Timetable decided: person specification, job description and other documents to be provided to applicants reviewed and updated as necessary to include specific reference to the responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults.</p> <p>Application form seeks all relevant information and includes relevant statements about references etc.</p>		
<p>VACANCY ADVERTISED (where appropriate)</p> <p>Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, young people and vulnerable adults and need for successful applicant to be CRB checked.</p>		
<p>APPLICATIONS on receipt</p> <p>Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for shortlist.</p>		
<p>SHORTLIST PREPARED</p> <p>Application forms matched against the person specification.</p>		
<p>REFERENCES</p> <p>Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy.</p>		
<p>REFERENCES – On receipt</p> <p>Checked against information on applications; scrutinised; any discrepancy/issue of concern noted to take up with applicant (at interview if possible).</p>		
<p>INTERVIEW ARRANGEMENTS</p> <p>At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and</p>		

questions/assessment criteria/ standards.		
<p>INTERVIEW</p> <p>Explores applicants' suitability for work with children, young people and vulnerable adults as well as for the post.</p>		
<p>IDENTITY</p> <p>Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate applicant completed application for CRB Disclosure.</p>		
<p>CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS</p> <p>Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period.</p>		
REFERENCES (if not obtained and scrutinised previously)		
IDENTITY (if that could not be verified straight after the interview)		
QUALIFICATIONS (if not verified on the day of interview)		
PERMISSION TO WORK (Permission to work in UK, if required)		
CRB – Where appropriate satisfactory CRB Disclosures received.		
LIST 99 – person is not prohibited from taking up the post.		
POVA LIST – person is not prohibited from taking up the post.		
HEALTH – the candidate is medically fit.		
GTC England – (for teaching posts in maintained schools and non-maintained special schools) the teacher is registered with the GTC or exempt from registration.		
QTS/QTLS – (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		

<p>the teacher has obtained a Post Graduate Certificate (Cert. Ed) awarded by a Higher Education Institute (HEI), or the FE Teaching Certificate conferred by an Awarding Body.</p>		
<p>STATUTORY INDUCTION (For teachers who obtained QTS after 7 May 1999) Included as part of the induction the safe working practices document should be issued to new staff that should sign and date that they have received and understood its contents.</p>		