



Rowan Preparatory School Recruitment and Appointment Policy

Ensuring the suitability of staff, supply staff and proprietors

Rowan is committed to the vigorous selection and vetting of all staff and volunteers. This document sets out the school's recruitment and appointment procedures which have been formulated with reference to the DfE's statutory guidance in Safeguarding Children and Safer Recruitment in Education. The United Learning recommended procedure and documentation for recruitment and selection have been adopted by the school. The effective implementation of these procedures is reviewed annually by the Local Governing Body (LGB) on behalf of the UCST Board as part of its review of the school's child protection policies and procedures.

Definition of "staff" in this recruitment and appointments procedures

The procedures set out in this document apply to the appointment of all staff carrying out duties at Rowan. This includes:-

- teachers
- teaching assistants
- non-teaching/support staff
- peripatetic staff
- sports coaches
- staff from overseas
- supply and agency staff (teaching and support – including examination invigilators)
- voluntary staff (including parents who accompany staff on trips involving over-night stays)
- members of the school's Local Governing Body
- members of the United Learning Central Office Team*
- proprietors of the school (the UCST Board)*

- **Note that in United Learning this is a Central Office HR responsibility who supply evidence of safer recruitment checks to the school.**

Checks made on the suitability of staff

- the following checks are made on staff, governors (UCST Board), LGB members and volunteers in accordance with the relevant DfE regulations for the employment of staff, proprietors and governors in independent schools:
 - an identity check (name, date of birth and address) against:
 - an official document (passport, driving licence, birth certificate)

- a photograph
 - evidence of address (e.g. utility bill or bank statement)
- the applicant's right to work in the UK
- an 'enhanced' criminal record check from the Disclosure and Barring Service (DBS/CRB)
- a criminal record checks from the applicant's country of origin (if not a UK national)¹ and, where this is not possible, additional reference checks
- a certificate of good conduct from the country in question (for those UK and non-UK nationals who have been working abroad)
- declaration that the applicant is not disqualified, either themselves or by association, from working in a relevant setting, as set out in the Childcare (Disqualification) Regulations 2009

For all staff, except the UCST Board, LGB members and volunteers, the checks *additionally* include:

- signed declaration of medical fitness which states that:
 - the applicant knows of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question
 - they understand that any offer of employment made by the school will be conditional on verification of medical fitness through completion of a confidential medical questionnaire and release of the name and address of their medical practitioner.
 - full previous employment history on an application form or CV
 - two written references, including one from the most recent employer
 - professional references (where appropriate)
 - qualifications (where appropriate)
 - check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;
 - signed declaration that they are not disqualified from working in a childcare setting, either themselves or by association. This is required for schools and other educational settings which provide care for pupils under the age of 8 under the Childcare (Disqualifications) Regulations 2009
 - check that not subject to a prohibition from management of an independent school under s128 of the Education Skills Act 2008, this is required for proprietors, heads, SLT and teacher heads of department appointed after 12/08/15
 - check that not subject to restriction imposed by EEC authorities, this is relevant for teacher appointments from 18/01/16
- a record of these checks on staff, volunteers and proprietors are made in a Centralised Appointments Record, known in UCST as the Single Central Record. This data is maintained in the HR system by the Business Manager, a hard copy report is produced from the system each half term and filed with the HR files in the Bursary.

¹ The DBS website gives a list of countries, with information on what evidence is available from them (crb.homeoffice.gov.uk); search for 'Overseas applicant guidance'

- the school:
 - respects the confidentiality of, and stores securely, the details of and any documents related to the making of these checks on staff, volunteers and proprietors
 - on written request, will allow access to these documents to the person who is the subject of the evidence
 - retains any documents related to the making of these checks while the staff member is employed by the school and for three years after for professional reasons, such as the writing of subsequent references, and in case any legal process requires them

Procedures for dealing with DBS/CRB checks

Application for DBS/CRB checks are completed with the relevant staff member on line in the Bursary. The forms are submitted electronically, under the United Learning authorised umbrella body, outcomes are notified electronically to the Business Manager.

- the chair of the UCST Board (the school's governing body) is subject to an enhanced DBS/CRB check countersigned by the Secretary of State before taking up their role as chair
- an 'enhanced' criminal record check from the Disclosure and Barring Service is carried out on all new staff before appointment, including those who have been out of the workforce for >3 months, (excluding maternity/sick leave)
- information provided to the school as the result of a DBS/CRB check is:
 - confidential to the applicant and UCST
 - will not be disclosed by UCST to unauthorised persons
 - is kept in secure conditions and destroyed when it is no longer needed
- the Head may allow a new member of staff to begin work for a short period without a DBS/CRB check but will, in these cases:
 - check the suitability of the member of staff against the List 99 Barred List
 - do a risk assessment and put in place appropriate safeguards
 - inform the person in question, in writing, of what the safeguards are
 - review the situation at least every two weeks
 - record such information in the 'Notes' section of the Single Central Record
 - ensure that all other checks are in place as a pre-requisite to beginning work at the school
- those who do not require DBS/CRB checks include:
 - visitors to the head/other staff who have no unsupervised contact with children
 - visitors who have only brief contact with children in the presence of a teacher
 - visitors carrying out repairs or servicing equipment
 - building and other contractors (unless they come in contact with children)
 - volunteers or parents who only accompany staff at specific school events or on one-off trips (not involving over-night stays)
 - secondary school pupils on work experience or similar
 - those on the school site when pupils are not present
 - LGB members who do not have direct contact with pupils
 - well established volunteers who are continuing with their old duties - unless they give cause for concern or have unsupervised contact with children or accompany a school party overnight

Recruitment procedures to ensure the suitability of staff

- reference request letters sent by the school specifically ask each referee to state any known reason why the person should not be employed for work with children
- where the Head considers it desirable, references are followed up with telephone to each referee to verify the reference
- if the applicant is not currently working in a school, the school makes contact with the school at which the applicant last worked in order to confirm employment details and reasons for leaving
- the school seeks satisfactory explanations for any gaps in an applicant's CV and keeps a record of any explanations
- each recruitment panel has one member who has been trained in safer recruitment
- a written record of any interview process and its outcome is made and kept by the school
- in the case of volunteers, and in addition to the required DBS and identity checks, the school conducts an informal interview and checks that there are no contrary indications from anyone in the school
- all offers of appointment to staff are made *"subject to satisfactory completion of Disclosure and Barring record checks and satisfactory references"*
- if the school considers an application to be fraudulent or to contain false information the Head will report the case to the Secretary of State (via DCSF) and consider reporting it to the police

Procedures for dealing with checking the suitability of agency/supply staff

- the school requires written agreements which ensure that the necessary checks on staff and volunteers are undertaken are put in place between the school and any third parties providing:
 - childcare on the school site
 - supply staff
 - activities on site
 - activities off site
- such written agreements include:
 - a statement that no person supplied by an employment business to the school may begin work at the school unless the school has received written notification that the third party:
 - has made the same identity checks as the school would carry out for new applicants as noted above
 - has obtained an enhanced DBS/CRB check for the person no more than 3 months before they are due to begin work at the school OR has checked the person's DBS/CRB certificate where they already had one from working in a school or FE institution no more than 3 months previously

- the requirement that the school must be notified in writing if a DBS/CRB certificate discloses any information and will provide a copy of the certificate
- the requirement that every teacher offered to the school by the third party must have had a fresh DBS/CRB check every three years, or earlier if there are grounds for concern or a break in service of 3 months or more
- the school makes its own identity check on agency/supply staff before they begin work at the school
- the school enters details of the checks made on the Single Central Register – with the word AGENCY entered where the agency has sent written notification that it has seen the necessary original documentation to verify qualifications, references, CV and medical fitness. The identity check and DBS/CRB number must be verified and entered by the school

Records maintained in the Centralised Register of Staff Appointment (known as the Single Central Register in UCST)

- For staff appointed on or after May 1st 2007:
 - the person's full name
 - the post to which they have been appointed
 - the date of their appointment
 - the identity of the checker verifying the person's name and the date on which they checked it
 - the identity of the checker verifying the person's date of birth and the date on which they checked it
 - the identity of the checker verifying the person's address and the date on which they checked it
 - the identity of the checker verifying the person's qualifications (or entering N/A if appropriate) and the date on which they checked it
 - the identity of the checker verifying that the person does not appear on the "List 99" and the date that this was checked.
 - the identity of the checker verifying the person's enhanced DBS/CRB check and the date on which they checked it.
 - the person's DBS/CRB number and whether it was 'Standard' or 'Enhanced'
 - the identity of the checker carrying out a Prohibition Order check on teaching staff (this is required for all newly appointed teachers from April 2014.
 - the identity of the checker verifying the person's right to work in the UK (or entering N/A if appropriate) and the date on which they checked it
 - the identity of the checker verifying the person's references and the date on which they checked them
 - the identity of the checker verifying the person's CV or previous record of employment and the date on which they checked it
 - the identity of the checker verifying the person's Medical Fitness declaration and the date on which they checked it
 - any other relevant information (in a 'Notes' column) including details of any additional checks made if the person lives or has lived outside the UK
- For staff appointed before April 30th 2007 who are currently serving in the school

The only differences from the above are:

- for staff appointed before 1 March 2002 evidence of a List99 check is the required minimum
- for staff appointed from 1st September 2003 it was a legal requirement to make a check of their references, CV or previous employment history and medical fitness but some latitude is available if the current appointments procedure is fully robust since 1st May 2007. In this case, if evidence is not available an entry of NE (no evidence) may be entered

- For the members of the LGB
 - the person's full name
 - the post to which they are appointed
 - the date of their appointment
 - the identity of the checker verifying the person's name and the date on which they checked it
 - the identity of the checker verifying the person's date of birth and the date on which they checked it
 - the identity of the checker verifying the person's address and the date on which they checked it
 - the identity of the checker verifying the person's enhanced DBS/CRB check and the date on which they checked it.
 - the person's DBS/CRB number and whether it was 'Standard' or 'Enhanced'

- For staff supplied through a third party organisation

The school records the word AGENCY on the Single Central Record where the third party organisation has sent written notification that it has seen the necessary original documentation to verify qualifications, references, CV and medical fitness. The identity check and DBS/CRB number must be verified and entered by the school

- For volunteers

All volunteers (except those contributing to a one-off occasion that does not involve an overnight stay) must be entered into the Single Central Record

A record of the informal interview and the check of no contrary indications from anyone in the school is made in the 'Notes' section

This document is reviewed annually by the Compliance Officer or as events or legislation change requires. The next scheduled date for review is November 2018.