

# St Bernard's Catholic Grammar School Safer Recruitment Policy

## Statement of intent

The governing body will at all times act in accordance with the School Staffing (England) Regulations and the School Staffing (England) (Amendment) Regulations 2015 (as amended from time-to-time) and other associated regulations and legislation. At every stage of the appointments process, the governing body is committed to upholding all the principles included in the single equality scheme and the equal opportunities policy. These principles apply to all categories of employees at St Bernard's Catholic Grammar School.

At all times, the governing body will meet the requirements of and fulfil anti-discrimination legislation, and it will adhere to the highest possible standards in safeguarding, complying with all current regulations and guidance.

Procedures for the appointment of members of staff will be reviewed biennially by the Leadership committee.

All appointments to the school, whether teaching or support staff, will be subject to satisfactory disclosure and barring service (DBS) checks, and supportive confidential references. The governing body is committed to the highest standards with regard to child protection because the welfare of the children within our school is of paramount importance. The governing body will therefore take all necessary steps to check identity, residency, qualifications, employment history, including reasons for any gaps in employment, and suitability to work with children.

It is recognised that it is essential that at least one person interviewing potential employees, has received officially accredited "safer recruitment" training.

## Pre-employment checks

The governors will comply with all statutory requirements and consider all other recommendations in respect of pre-employment checks. Before an appointment is made, the governing body should take the following action:

It is a statutory requirement to carry out an enhanced DBS check for all appointments. The certificates are transferable where the person has worked in the following places during a period which ended not more than three months before the person's appointment:

- In a school in England in a post which brought the person regularly into contact with children or young persons.
- In a school in England and was appointed on or after 12 May 2006 and their post did not bring the person regularly into contact with children or young persons.

- In an institution within the further education sector in England in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

Take up references from the applicant's current or former employer.

Consider any capability history that the applicant may have had in the previous two years.

Consider the applicant's fitness to teach.

Check that the applicant is not subject to a prohibition order or an interim prohibition order.

The regulations require that the governing body must also check:

- The identity of any person to be offered a post.
- That the person meets all relevant qualification requirements.
- That the person has a right to work in the United Kingdom.

Check overseas criminal records where appropriate to applicant.

Checks should be carried out on the history of previous employment.

Residency check on current address.

Identity checks should be carried out. The DBS provides a full list of ID documents which are required for the purposes of the DBS check, including arrangements for non-EEA nationals.

This list can be found on the disclosure and barring service website

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)).

**Additional checks can be carried out when appropriate, these include:**

Photographic evidence and proof of name and date of birth (passport, driving licence or birth certificate). Where no photographic evidence is available, the safeguarding guidance permits birth certificates as evidence, but such circumstances should occur only exceptionally.

Further proof of name and date of birth (birth certificate, marriage certificate or national insurance card).

Further proof of address (two recent utility bills or bank statement).

Documentary proof to support a change of name (this can include a marriage certificate).

Qualification checks, particularly at degree and/or diploma level, and in relation to any qualification included on the application which is required for the role, for example food hygiene, accountancy, are essential. Only original certificates should be acceptable.

For qualified teachers, checking of qualifications and recognition by the National College for Teaching and Leadership (NCTL). Any person who teaches in a state-maintained school in England or Wales needs to gain qualified teacher status (QTS), or be registered on an officially recognised initial teacher training (ITT) programme.

Health check – pre-appointment health checks should not be used, but checks after appointment can be initiated if required to determine support for any disability and to verify that a person is not barred on health grounds from working with children.

Confidential references should be sought before interview wherever possible and should be specific to the individual applicant. All appointments must be subject to receipt of satisfactory references.

Agreed by the Leadership Committee 11<sup>th</sup> May 2016

Next Review: summer 2018

