



# Castleford Academy



## Safer Recruitment Policy

<b>Implementation Date:</b>	October 2017
<b>Author:</b>	K Baker
<b>Revised/Updated:</b>	
<b>Brief Reason for Change:</b>	Updated legislation
<b>Version Control:</b>	1.0



## Safer Recruitment – Castleford Academy Trust

Castleford Academy will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. The Academy follow requirements and best practice in retaining copies of these checks, as set out below.

### **Appointing new staff**

When appointing new staff, Castleford Academy will:

- Verify their identity.
- Obtain an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below).
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available.
- Verify their mental and physical fitness to carry out their work responsibilities via a pre-employment health check.
- Verify their right to work in the UK. The Academy will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards.
- Verify their professional qualifications, as appropriate.
- Ensure they are not subject to a prohibition order if they are employed to be a teacher.
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent.
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state.
- Ask for written information about previous employment history and check that information is not contradictory or incomplete.
- The Academy will seek references on all short-listed candidates, including internal candidates, before interview. The Academy will scrutinise these and resolve any concerns before confirming appointments. One of the references should where possible be from the applicants current or most recent employer,

**For the purpose of this document regulated activity means a person who will be:**

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children.
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children.
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

### **Existing staff**

- If the Academy have concerns about an existing member of staff's suitability to work with children, the Academy will carry out all the relevant checks as if the individual was a new member of staff. Castleford Academy will also do this if an individual moves from a post that is not regulated activity to one that is.



- The Academy will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult.
- Where the 'harm test' is satisfied in respect of the individual (i.e. that no action or inaction occurred but the present risk that it could was significant).
- Where the individual has received a caution or conviction for a relevant offence.
  
- If there is reason to believe that the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#).
- If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

## Agency and third-party staff

- Castleford Academy will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that the Academy would otherwise perform. The Academy will also check that the person presenting themselves for work is the same person on whom the checks have been made.

## Castleford Academy Contractors

- Castleford Academy will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:
- An enhanced DBS check with barred list information for contractors engaging in regulated activity.
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children.
- The Academy will obtain the DBS check for self-employed contractors.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- The Academy will check the identity of all contractors and their staff on arrival at the school.

## Trainee/student teachers

- Where applicants for initial teacher training are salaried by us, the Academy will ensure that all necessary checks are carried out.
- Where trainee teachers are fee-funded, the Academy will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

## Volunteers

- Castleford Academy will:
- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity.



- Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers.
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity.

## **Governors**

- All governors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the board of trustees will have their DBS check countersigned by the secretary of state. All trustees, proprietors and local governors will have the following checks:

- Section 128 direction (only required for local governors if they have been delegated any management responsibilities).
- Right to work in the UK.
- Other checks deemed necessary if they have lived or worked outside the UK.

## **Adults who supervise pupils on work experience**

- When organising work experience, the Academy will ensure that policies and procedures are in place to protect children from harm.
- The Academy will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.