

SAFER RECRUITMENT POLICY

2023

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Signed by Chair of Governors	
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Statement of intent

Broughton Jewish Primary School has implemented this policy to assist with recruitment and employee selection. It outlines the school's recruitment procedure and how the school ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the school's pupils is always at the forefront of the school's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the school.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to the following:

- Rehabilitation of Offenders Act 1974
- Children Act 1989
- Education Act 2002
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Skills Act 2008
- The School Staffing (England) Regulations 2009
- Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Amendments to the Exceptions Order 1975, 2013 and 2020

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2020) 'Governance handbook'
- DfE (2021) 'Staffing and employment advice for schools'
- DfE (2022) 'ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021'
- DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'
- DfE (2023) 'Keeping children safe in education'
- DfE (2023) 'Recruit teachers from overseas'
- Disclosure & Barring Service (2018) 'Regulated activity with children in England'
- Home Office (2022) 'Employer's guide to right to work checks'
- Safer Recruitment Consortium (2022) 'Guidance for safer working practice for those working with children and young people in education settings'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Disciplinary Policy and Procedure

- Teacher Appraisal Policy
- Teacher Capability Policy
- Single Central Record (SCR) Policy
- DBS Policy
- Work Experience Policy
- Records Management Policy
- Data Protection Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- Staff ICT and Electronic Devices Policy

1.1. Definitions

1.2. Regulated activity – includes:

- Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Working for a limited range of establishments (known as ‘specified places’, which include schools and colleges), with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
 - The above definitions are classified as regulated activity if they are undertaken regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes relevant personal care, or health care provided by, or under the supervision of, a health care professional. Personal care includes helping a child with eating or drinking for reasons of illness or disability, or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.
- A supervised volunteer who regularly teaches or looks after children is **not** in regulated activity.

1.3. **Teaching role** – refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of ‘Keeping children safe in education’ (KCSIE) if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.

1.4. **Standard DBS** – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether or not they are spent under the Rehabilitation of Offenders Act 1974.

1.5. **Enhanced DBS** – this provides the same information as the standard DBS, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

- 1.6. **Enhanced DBS with barred list check** – this check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children's barred list.
- 1.7. **Children's barred list** – the DBS maintains a 'barred list' of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.
- 1.8. **Section 128 check** – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.
- 1.9. **Safer recruitment** – this is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children

2. Roles and responsibilities

- 2.1. The governing board is responsible for:
 - Agreeing and monitoring effective policies to ensure recruitment at the school is in accordance with legislation.
 - Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
 - Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
 - Appointing an appropriate recruitment panel.
 - Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
 - Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
 - Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
 - Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process.
 - Ensuring a member of the Governing board is on the recruitment panel for a new headteacher.
 - Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
 - Monitoring the school's SCR to ensure that the necessary vetting checks for employees are carried out.
 - Ensuring that equal opportunities are established and implemented throughout the recruitment process.

- Accommodating the needs of new employees and making reasonable adjustments when necessary.
- Ensuring that the **DPO** reviews this policy and that any recruitment data that is kept is in accordance with the **Records Management Policy**.

2.2. The recruitment panel is responsible for:

- Creating the advert and ensuring it meets all the necessary requirements.
- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Appropriately delegating responsibility for recruitment to the headteacher.
- Ensuring that the interview addresses leadership ability, team working skills, reasons for interest in joining the school, integrity, understanding of the school's ethos and vision, and why the candidate believes they would be a good fit for the school.
- Ensuring that the interview addresses safeguarding practices.

2.3. The headteacher is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
- Ensuring that appropriate supervision of employees/volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Leading the interview when the candidate is at a lower level than the headteacher, or delegating this role to their Deputy.

2.4. During the recruitment process, and especially during the initial stages, the recruitment panel and the headteacher will be watchful of candidates displaying the following characteristics:

- No understanding or appreciation of children's needs
- Expressing that they want the role to meet their needs at the expense of children
- Using inappropriate language in relation to children
- Expressing extreme views or views that do not support safeguarding practices
- Displaying unclear boundaries with children
- Providing vague answers when asked about their experience and being unable to explain gaps in their employment

3. Equal opportunities

- 3.1. When recruiting, the school will adhere to its Equal Opportunities Policy.
- 3.2. The school will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school.
- 3.3. The school will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school

of any reasonable adjustments that they need when they receive the invitation for an interview.

- 3.4. The governing board will review recruitment procedures annually to ensure they are accessible and do not directly or indirectly discriminate against candidates.
- 3.5. Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies:
 - Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
 - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
 - Positive action to recruit people with disabilities
 - Equal opportunities monitoring (which will not form part of the decision-making process)

4. Planning, advertising and shortlisting

The job information and associated documents will be published online. The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.

The recruitment panel will comprise an appointing officer, who is responsible for the management of the entire recruitment process, and at least two other members of staff, with the headteacher usually being one of these. The recruitment panel will be an odd number so majority votes can be cast. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training. The recruitment panel will create the advertisement.

Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process.

The governing board and headteacher will:

- Decide on the recruitment timeframe.
- Decide who will be involved in the process and what their roles will be, e.g. who forms the recruitment panel and who will lead interviewing.
- Prepare the documents that will be provided to candidates, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
- Ensure that application packs, where relevant, state that candidates must be willing to sign a self-declaration form to obtain information about staff disqualification, in line with the Childcare Act 2006.

Advertising

The school will consider the following information when advertising for a role within the school:

- The skills, abilities, experience, attitude and behaviours required for the post

- The safeguarding requirements, including to what extent the role will involve contact with children and whether the appointed staff member will be engaging in regulated activity

Advertisements will include:

- A statement of the school's commitment to safeguarding and promoting the welfare of pupils whilst making clear that safeguarding checks will be undertaken.
- The safeguarding responsibilities of the post as per the job description and person specification.
- Information surrounding whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Vacancies will be advertised through external media, such as the [local newspaper](#), with due consideration to the school's Staff Equality, Equity, Diversity and Inclusion Policy, ensuring that the advertisement reaches a wide range of groups. Advertisements will contain a statement of commitment to ensuring equal rights. Advertisements will include, or link to, a job description, person specification and detail the closing date. The contact number of the appointing officer and details of the application process will be clearly outlined.

Application forms will be accessible on the school's website.

The school may utilise social media for recruitment, and if doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of the school effectively.

When an advert receives a response, the recruitment panel will ensure that candidates receive the application pack.

Application forms

Applicants will be reminded in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.

The school will also provide a copy of the Child Protection and Safeguarding Policy and information on employment of ex-offenders in the application pack.

Applicants will be required to provide the following:

- Personal details, e.g. their current and former names, current address, and national insurance number
- Details of their current or most recent employment, including the reason for leaving
- Full employment history, including explanations for any gaps in their employment
- Qualifications, the awarding body and the date of the award
- Details of references
- A statement of their personal qualities and an explanation of why they meet the person specification to be a suitable candidate for the role
- A declaration form outlining whether they are barred from teaching

The school will only accept a CV alongside a completed application form; a CV on its own will not be accepted. When shortlisting candidates for an interview, all application forms will be considered. Shortlisting criteria will be agreed in advance by the recruitment panel.

Candidates who are shortlisted will meet all the essential aspects of the person specification requirements. The school will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel reads through all applications. Each member of the panel will create their own shortlist which will then be collated and discussed. Candidates will be assessed against the same shortlisting criteria to ensure a fair process.

Where applicable, the school will use the application form to make clear that shortlisted candidates may be subject to online searches.

Shortlisting

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or disclosure of any information making them unsuitable to work with children.

Only those candidates who have been shortlisted will be asked to disclose any relevant information including:

- Information of any criminal offences committed.
- If they are known to the police and children's social care services.
- Whether they have been disqualified from providing childcare.
- Any relevant overseas information.

Applicants will need to sign a declaration which confirms that the information they have provided is true.

When shortlisting candidates, the school will:

- Ensure that at least two people carry out the shortlisting proceedings – ideally, these two people will also conduct the interview.
- Assess whether there are any inconsistencies or gaps in the candidate's employment and consider the reasons given for them.
- Consider undertaking online searches, as necessary, and explore any further potential concerns.

Requests for further information from candidates will be replied to promptly. All applications will be replied to with a letter notifying candidates whether they have been shortlisted or not.

Interviews will be arranged for the shortlisted candidates.

5. Invitation to interview

- 5.1. Before interview invitations are sent, the recruitment panel will ensure that application packs have been received -including the following:
 - A comprehensive job description
 - A comprehensive person specification
- 5.2. Once a shortlist has been confirmed, the applicants to be invited for interviews will be contacted and suitable interview times will be decided.

- 5.3. The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.
- 5.4. Where possible, the recruitment panel may obtain two references before interviewing candidates to allow for any concerns to be explored with the referee and discussed with the candidate.
- 5.5. One of the references will be from the candidate's most recent employer.
- 5.6. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer.
- 5.7. References will be from a senior member of staff and not a colleague. These must be confirmed in writing, not just orally.
- 5.8. Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.
- 5.9. Electronic references will be vetted to ensure they originate from a credible source.
- 5.10. References from internal candidates will also always be scrutinised before interview.
- 5.11. Permission will be sought from the candidates before the recruitment panel contacts referees.
- 5.12. Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.
- 5.13. The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning, and any disciplinary issues.

6. Pre-interview checks

- 6.1. The recruitment panel will complete the necessary pre-interview checks.
- 6.2. Pre-interview checks will include the following:
 - Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children
 - Verifying that the candidate has qualifications or experience relevant to the post
 - Checking references against application forms and noting down discrepancies or concerns, and following up these concerns with referees

7. The interview

- 7.1. During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison.

- 7.2. Any concerns raised through contact with referees will be discussed with the candidate at this stage.
- 7.3. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children.
- 7.4. The candidate will be given the opportunity to discuss any concerns or ask any questions.
- 7.5. The interview will always comprise a face-to-face interview; however, the recruitment panel may also request that candidates complete an exercises, eg a short lesson.

8. After the interview

- 8.1. After the interview has been completed, the recruitment panel will:
 - Assess all candidates' performance using the same agreed criteria.
 - Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible.
 - Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.
- 8.2. Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in line with the **Records Management Policy**, in case any aspect of the recruitment process is challenged.
- 8.3. After choosing a successful candidate, the school will:
 - Make a conditional offer of employment to the candidate.
 - Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
 - Complete the relevant pre-appointment checks.
- 8.4. Once an offer of employment has been made, the candidate's self-declaration form will be reviewed. If a conviction has been declared, and it is spent or filtered, the offer of employment will not be retracted based on this; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

9. Remote recruitment

- 9.1. Interviews will be held face to face as much as possible. Where this is not possible, the school will follow all the requirements set out in this policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this.
- 9.2. Online interviews will be conducted in line with the school's ICT Acceptable Use Policy and Data Protection Policy at all times.
- 9.3. Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.

- 9.4. The school will ensure that any tasks set for candidates during the interview are compatible with the online nature of the interview, e.g. they do not require the exchange of physical paper resources.
- 9.5. The school will communicate its expectations to candidates regarding the use of the online platform in good time prior to the interview. These expectations will include, but will not be limited to, the following:
- The candidate will participate in the interview with both the video camera and microphone features enabled at all required times
 - The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background
 - Where necessary, the candidate will be aware that the school may record the online interview, and that they will be required to consent to this in order for the interview process to continue
- 9.6. If the candidate does not provide consent to recording the interview, the school will consider whether the online interview can still take place in line with school's safeguarding and records management responsibilities.
- 9.7. The school will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.
- 9.8. If a candidate refuses to interview remotely, the school will consider whether alternative arrangements for an in-person interview are possible, having due regard to the school's equality duties at all times. If this is not possible, then the school will sensitively inform the candidate that the remote interview process is a requirement of the application process, and have a considerate and good-natured discussion with the candidate as to whether they can continue with the recruitment process at this time.
- 9.9. The school will direct candidates towards the DfE's advice on '[Attending your first remote interview](#)' prior to the interview.

10. Pre-appointment checks

- 10.1. All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.
- 10.2. When appointing new staff, the school will complete the following checks:
- Verify the candidate's identity
 - Obtain an enhanced DBS certificate (via the applicant) and, for candidates engaging in regulated activity, barred list information
 - Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
 - Verify a candidate's mental and physical fitness to carry out their role
 - Verify the person's right to work in the UK
 - Make further checks on any individual who has lived or worked outside the UK

- Verify professional qualifications, as appropriate
 - For those in management, trustee or governor roles, a section 128 check will be carried out
 - There is a tick list for staff to use for this task
- 10.3. The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.
- 10.4. Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [web page](#).

Volunteers

- 10.5. For volunteers, if they are not engaging in regulated activity, an enhanced DBS check will be obtained – a barred list check will not be required.
- 10.6. If volunteers are engaging in regulated activity and are new to the school, an enhanced DBS check with a barred list check will be required.
- 10.7. Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.
- 10.8. If a volunteer is not in regulated activity, the school will use its professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required.

Candidates who have lived outside the UK

[From 1 January 2021, the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions. Schools must continue to carry out safer recruitment checks on all candidates and must make any further checks they think relevant.]

- 10.9. For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.
- 10.10. For candidates who have lived or worked outside the UK, the school will make further checks where necessary, including, but not limited to:
- Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
 - For teaching staff, obtaining proof of their past conduct as a teacher from the professional regulating authority in the country in which they worked, where available.

Agency and third-party staff

- 10.11. In the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed.
- 10.12. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.

Trainee/student teachers

- 10.13. The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried applicants for initial teacher training who are in regulated activity.
- 10.14. Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks.
- 10.15. The school will obtain written confirmation from the agency that the checks have been carried out.

Existing staff

- 10.16. If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.
- 10.17. The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children.
- 10.18. The school 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 that harm.
 - The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
 - The individual is deployed to another area of work not in regulated activity, or where they have been suspended.

Contractors

- 10.19. The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).
- 10.20. For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.
- 10.21. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.
- 10.22. If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.
- 10.23. The school will always check the identity of contractors and their staff on arrival.

Governors

- 10.24. Trustees and members will be subject to a section 128 check.

10.25. Newly appointed chairs of trustees will be subject to a suitability check, which includes:

- An identity check.
- Confirmation of the right to work in the UK.
- An enhanced DBS check.
- Where required, additional information if the individual has lived outside the UK for a period of 12 months or longer.

A section 128 direction disqualifies a person from holding or continuing to hold office as a governor of a maintained school. Schools must check that governors are not disqualified from working in regulated activity. To do this, a section 128 direction check must be carried out. Therefore, even though it is not explicitly stated in KCSIE, schools must carry out a section 128 direction check on governors.

Section 128 checks are not required for staff in management positions in maintained schools, unless the staff member in question is also a governor.]

11. Online searches on shortlisted candidates

In line with KCSIE, the school will consider carrying out online searches on shortlisted candidates as part of its due diligence. Online searches solely aim to help identify any incidents or issues that have happened, and are publicly available online, that the school may want to explore with the applicant at interview.

Online searches will be conducted on shortlisted candidates only, and only where the school considers this appropriate. The school will consider any potential risks of online searches, e.g. unlawful discrimination or invasion of privacy, and will ensure staff conducting online searches are clear on the purpose of the search. Shortlisted candidates will be made aware that online searches may be conducted as part of due diligence checks.

Online searches will only examine data that is publicly available. Staff will not 'follow' or submit a friend request to shortlisted candidates on social media platforms to access further details or information.

Online searches will be carried out by an individual who is independent of the recruitment process to minimise the risk of bias or discrimination and to ensure that only relevant information is considered. The person responsible for carrying out online searches will have due regard to Part three of KCSIE.

The online search process may include searching for the candidate by name via search engines and social media platforms.

When carrying out searches of shortlisted candidates' online presence, the school will look out for indicators of concern, such as:

- Inappropriate behaviour, jokes or language.
- Discriminatory comments.
- Inappropriate images.
- Drug or alcohol misuse.
- Anything that suggests the candidate may not be suitable to work with children.
- Anything that could harm the reputation of the school.

Any concerns will be addressed during the interview process. The school will ensure that candidates are given an opportunity to discuss any concerns raised by the online search.

12. After the pre-appointment checks

12.1. Once the pre-employment checks have been completed, the recruitment panel will:

- Agree a start date with the candidate.
- Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.
- Add the required details of the checks carried out to the school's SCR.

13. Single central record (SCR)

13.1. The school will maintain and regularly update the SCR.

13.2. All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.

13.3. The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
- A check of professional qualifications
- A section 128 check
- A check to establish the person's right to work in the UK
- For those in management, trustee or governor roles, a section 128 check

13.4. For supply staff, the school will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.

13.5. If checks are carried out on volunteers, this will be recorded in the SCR.

14. Safer recruitment training

- 14.1. At least one member of the recruitment panel will have completed formal safer recruitment training.
- 14.2. As a measure of good practice, the school will ensure that this training is renewed every 2 years.
- 14.3. BJPS have enabled several staff/ Govs to do the SR training to ensure practice is fully compliant.

Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks

