



Safer Recruitment Policy

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Safer Recruitment Policy

Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Broadlands Hall School is committed to safeguarding and promoting the welfare of all young people in its care. As an employer, the school expects all staff and volunteers to share this commitment.

Aims and Objectives

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse young people or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the School's recruitment policy are as follows:

- To ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position
- To ensure that all job applicants are considered equally and consistently
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2022 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that the school meets its commitment to safeguarding and promoting the welfare of young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The school aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Broadlands Hall School.

Roles and Responsibilities

It is the responsibility of the Proprietor to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements
- Monitor the school's compliance with them

It is the responsibility of the Head Teacher and other Managers involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of young people at every stage of the procedure

The Proprietor has delegated responsibility to the Head Teacher to lead in all appointments. The Proprietor may be involved in staff appointments.

Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- Frequently, meaning once a week or more; or
- Overnight, meaning between 2.00 am and 6.00 am
- Satisfies the "period condition", meaning four times or more in a 30-day period
- Provides the opportunity for contact with young people

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The school is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff and supply staff who will be engaging in regulated activity. However, the school can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Recruitment and Selection Procedure

Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act.

Application Forms

Broadlands Hall School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to

account for any gaps or discrepancies in employment history, references etc). Applicants submitting an incomplete application form will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will not be accepted.

It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the school. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children in specialist setting.

Short-listing & References

The school will carry out an online and social media search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with the applicant at interview.

References for short-listed applicants will be sent for immediately after short-listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the school. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with young people, then the second reference should be from the employer with whom the applicant most recently worked with young people. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied, whether they have any reason to believe that the applicant is unsuitable to work with young people, any disciplinary warnings related to safeguarding of children etc.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

The school does not accept open references, testimonials or references from relatives.

Interviews

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme.

Prior to the interview taking place, the panel will determine the selection exercises which will be undertaken which will best demonstrate skills needed and duties required of the post.

In addition to the interview, if any preparation is required in advance of the selection event, the candidate will be advised of this when invited to the selection event.

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. During the interview, the panel will explore with each candidate:

- Any gaps identified in the application since leaving school or where the candidate has changed employment or location frequently, asking reasons for this
- Any discrepancies between information supplied on the applicant and other information available such as references already received
- Any information which is likely to show on a DBS check
- Their reasons for applying for the role and their motives for working with children
- Their ability to safeguard and protect the welfare of children and young people.

The selection panel should probe the candidate for supplementary information in order to clarify information they have received, including responses to questions asked.

The selection panel should also probe the candidate about any relevant information disclosed on the criminal records disclosure form and, if an online search has been undertaken, about any relevant information obtained via this search.

The panel should keep objectives notes for each candidate. The notes should contain the name of the candidate along with the name of the member of the selection panel making the notes, and the date of the selection event.

At the end of the selection event the panel will determine, which candidate(s) to appoint to the role(s). Any offer of employment will be subject to pre-employment checks. If the panel are not able to reach a unanimous decision as to who to offer the post(s) to, then if there is an odd number on the panel it will be a majority decision; if there is an even number of people on the panel then the chair of the selection panel will have the casting vote.

Pre- Employment Checks

As outlined above any offer of employment will be subject to pre-employment checks. These include:

- Proof of identity
- Proof of eligibility to work in the UK
- Satisfactory DBS clearance to be received before they commence employment.
- Providing original certificates of relevant professional qualifications as required by the school

- Satisfactory medical clearance
- A childcare disqualification check where necessary
- A clear prohibition from teaching check (for roles involving teaching work only)
- Overseas police checks if they have lived and worked abroad
- Letter(s) of professional standing if they have taught abroad and are being appointed to a role involving teaching work

Existing Staff

In certain circumstances the school will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

Offer of Appointment and New Employee Process

In accordance with the recommendations set out in KCSIE the school carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment
- Verification of the applicant's identity (if not previously been verified)
- The receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory
- For positions which involve "teaching work":
 - i. The school being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (formerly National College for Teaching and Leadership), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the school or which, in the school's opinion, renders the applicant unsuitable to work at the school
 - ii. The school being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the school or which, in the school's opinion, renders the applicant unsuitable to work at the school
- Where the position amounts to "regulated activity the receipt of an enhanced disclosure from the DBS which the school considers to be satisfactory
- Where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List
- Confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school or working in a position which involves regular contact with young people
- Confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008

- Verification of the applicant's medical fitness for the role
- Verification of the applicant's right to work in the UK
- Any further checks which are necessary because of the applicant having lived or worked outside of the UK
- Verification of professional qualifications which the school deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified)

Whether a position amounts to "regulated activity" must therefore be considered by the school to decide which checks are appropriate. It is however likely that in nearly all cases the school will be able to carry out an enhanced DBS check and a Children's Barred List check.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Broadlands Hall School.

DBS (Disclosure and Barring Service) Check

The school applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the school which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with young people by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is the school's policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.

It is the school's policy for new staff to sign up to the update service.

Members of staff at Broadlands Hall School are aware of their obligation to inform the Head Teacher or the HR Department of any cautions or convictions that arise after these checks take place. All staff sign an updating records form every September.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

Portability of DBS Certificates Checks

New staff are expected to join the DBS Update Service. Applicants may sign up to the service for a fee of £13 per annum, which is payable by the applicant. This allows for portability of a certificate across employers.

The School will:

- Obtain consent from the applicant to carry out an update search
- Confirm the Certificate matches the individual's identity

- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, ie enhanced certificate/enhanced including barred list information

The Update check would identify and advise whether there has been any change to the information recorded, since the initial certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

DBS Certificate

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their original certificate to the Head Teacher (for employees within 7 days of issue or applicants before they commence work or any project involving regulated activity).

Dealing with Convictions

The school operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also

- The nature, seriousness, and relevance of the offence
- How long ago the offence occurred
- One-off or history of offences
- Changes in circumstances
- Decriminalisation and remorse

A formal meeting will take place face-to-face to establish the facts with the Head Teacher. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Head Teacher will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the school may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Secretary of State Prohibition Orders (Teaching & Management roles)

In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at offer stage. A person who is prohibited from teaching must not be appointed to work as a Teacher in such a setting.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is in the public interest to do so.

A person who is prohibited is unable to participate in any management of an independent school, a governor on any governing body in an independent school, or a management position that retains or has been delegated any management responsibilities. A check for a section 128 direction will be carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. The school does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (eg marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Medical Fitness

The school is legally required to verify the medical fitness of anyone to be appointed to a post at the school, after an offer of employment has been made but before the appointment can be confirmed.

All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the role, together with details of any other physical or mental requirements of the role.

The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

Overseas Checks

Applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal record check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the school.

Induction Programme

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Safeguarding & Child Protection Policy, the Code of Conduct, and KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Single Centralised Register of Members of Staff

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept. This is kept up-to-date and retained by the School Secretary and Head Teacher. The Single Centralised Register will contain details of the following:

- All employees who are employed to work at the school
- All employees who are employed as supply staff to the school whether employed directly or through an agency
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, eg sports coaches etc

Record Retention/Data Protection

The school is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the school will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the school to discharge its obligations as an employer, eg so that the school may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the school for the duration of the successful applicant's employment with the School. All information retained on employees is kept centrally in the school office in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with school activities.

Broadlands Hall School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie shredded). The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR).

Ongoing Employment

Broadlands Hall School recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the performance management procedure.

Leaving Employment at Broadlands Hall School

Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the school also has a legal duty to make a referral to the DBS in circumstances where an individual

- Has applied for a position at the School despite being barred from working with children

- Has been removed by the school from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a Teacher, the school may also decide to make a referral to the Teaching Regulation Agency.

Checks on Other Trusted Adults

Agency and third-party staff

The school must obtain written notification from any agency, or third-party organisations that it has carried out necessary safer recruitment checks, as required by the statutory regulations, that would otherwise have been undertaken by the school. The school will also check that the person presenting themselves for work is the same person on whom the checks have been made. The person will be expected to provide photo ID.

In the event that before a person is due to start work at a school and a DBS certificate obtained by the agency or third-party organisation has disclosed any matter or information, the school must obtain a copy of the certificate from the agency and the agency must be forthcoming with this. Contractors engaged by the school must complete the same checks for their employees that the school is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to the school must also complete the pre-employment checks which the school would otherwise complete for its staff. Again, the school requires confirmation that these checks have been completed before an individual can commence work at the school.

The school will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the school.

Contractors

The school should ensure that any contractor or employee of the contract 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 school will obtain the DBS check for self-employed contractors and the contractor will be expected to reimburse the school for any cost incurred when doing this.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

The school will check the identity of all contractors and their staff each time they arrive at the school.

For self-employed contractors such as music teachers or sports coaches, working with children as covered in paragraph 8.6 the school will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where the school decides that an individual falls outside of the scope of these regulations and does not carry out such checks, they will retain a record of their assessment. This will include the school's evaluation of any risks and control measures put in place, and any advice sought.

Volunteers

The school will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. This risk assessment will consider
 - the nature of the work with children
 - what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers,
 - whether the volunteer has other employment or undertaken voluntary activities where referees can advise on their suitability and
 - whether the role is eligible for a DBS check and if so at what level.
- Retain a record of this risk assessment on file
- Determine whether to ask the volunteer to complete an application form, attend an interview (which will include exploring their motives for volunteering to work with children and their ability to safeguard and protect the welfare of children and young people) and whether to take up references.
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006 If undertaking work as outlined in paragraph 8.6. Where the school decides that an individual falls outside of the scope of these regulations and they do not carry out such checks, they will retain a record of their assessment on the risk assessment they complete. The risk assessment will include the evaluation of any risks and control measures put in place, and any advice sought.

New Employees

- New employees without any continuous service will be subject to a probationary period as outlined in the school's probationary procedure. There will also be an effective local induction which includes ensuring that the individual is full aware of the school's safeguarding policies and procedures and that they are able to apply these. The induction and the probation procedure should allow for reassurance that the new employee is demonstrating safe behaviour, appropriate boundaries are being maintained and they can spot causes of concern, know when to report these and to whom. If there are any concerns about their ability to follow safeguarding policies and procedures the school must ensure the probationary policy is correctly applied and / or contact the Local Authority Designated Officer (LADO) if necessary.

Staff with continuous service

- For staff with continuous service the school will ensure there is an effective local induction which includes ensuring that the individual is full aware of the school's safeguarding policies and procedures and that they are able to apply these.

Volunteers

- There will also be a settling in period for volunteers, this again will include a local safeguarding induction. If the settling-in period reveals that the volunteer is not suited to a particular role, or there are any emerging safeguarding concerns, the volunteer can be asked to leave and stand down at any point.

External Referrals

Referral to the DBS

The school is legally obliged to make a referral to the DBS where they remove an individual from regulated activity (or would have removed an individual had they not left), and they believe the individual has:

- engaged in relevant conduct in relation to children and/or adults,
- satisfied the harm test in relation to children and/or vulnerable adults; or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

Referral to the Teaching Regulation Agency (TRA)

If there is a substantiated safeguarding allegation against someone undertaking teaching work or a volunteer who is a qualified teacher, then the school must refer the individual to the TRA in accordance with statutory guidance.

Visiting Speakers (and Prevent Duty)

The Prevent Duty Guidance requires the school to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the school or perform any other regular duties for or on behalf of the school.

All visiting speakers will be subject to the school's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the school. In doing so, the school will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the school does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Monitoring and Evaluation

The Head Teacher will be responsible for ensuring that this policy is monitored and evaluated throughout the school. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit (See appendix one).

Broadlands Hall School

Safer Recruitment Evaluation Checklist

Policy & Procedure	In Place	Not in Place	In Progress	Notes
Safer Recruitment Policy updated and monitored on a regular basis	✓			
Consistency in recruitment procedures applied to all categories of employment	✓			
Use of application Form	✓			
Use of Job Description & Person Specification	✓			
Short-listed candidates online check	✓			
Referees asked to specifically comment on suitability of applicant	✓			
Two written references taken up	✓			
One member of panel to examine references prior to interview	✓			
References followed up by a telephone reference	✓			
References to be obtained for volunteers/supply/agency staff	✓			
Questions asked on applicant's child protection awareness	✓			
Explanation of gaps in employment	✓			
Proof of identity sought – originals and not copies	✓			
Academic qualification checked – originals and not copies	✓			
Medical clearance prior to employment	✓			
No employment until DBS Certificate has been completed and original disclosure received	✓			
Panel interviews undertaken	✓			
Formal induction programme undertaken	✓			
Safeguarding & Child Protection training / issue of policy, Code of Conduct and Part One of KCSIE to new employees	✓			

Appendix Two

LA Guidance on Online Searches of Shortlisted Candidates

Keeping Children Safe in Education 2022 says at paragraph 221 *'as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview'*

Schools should consider carefully their obligations under this paragraph. As this is statutory guidance, the advice is the checks should be undertaken unless there is a very good reason not to.

The requirement is only to undertake searches for candidates that are shortlisted- it is not necessary to do it for all applicants.

There is no statutory guidance as to what format the checks should take, many settings are choosing to simply put the shortlisted candidate's name in the search bar when doing a general internet search. Adding "media" "crown court" "magistrates court" "convicted" after a candidate's name may provide relevant information. The purpose is to help identify any issues or incidents which would either harm the reputation of the school or make the candidate unsuitable to work with children.

Schools should also be mindful that there are some names which are more usual than others, and so must ensure they are looking at the correct person online.

The guidance states *"might want to explore with the applicant at interview"*. It is possible to determine that the content is so serious that you opt to bring the recruitment process to an end. If you continue, you put the content to them at interview in the same way you would any issues in a reference or adverse information on a DBS check

When undertaking recruitment we should ensure we are fair and equal to all candidates. If schools find information on one shortlisted candidate but not on the others, careful consideration should be given what to do with this, including whether it is relevant to the post they are applying for. It is advised that advice from your HR provider should be sought.