

## Table of changes

Date	Version	Summary of Amendments	Author
05.08.2021	1	n/a	JC
04.10.2021	2	Changed stages 4,5 of recruitment process and ex-offender recruitment to reflect KCSIE 2021	JC

This policy is to be read in conjunction with

- Safeguarding Policy

## Legislation and Guidance

This policy has been developed in accordance with

- Education Act 2002
- Education and Skills Act 2008
- Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in Education (2021). Statutory guidance for schools and colleges (updated Jan 2021)

## Statement

SEE is committed to safeguarding and protecting all children and young people by implementing robust safer recruitment practices.

## Recruitment Process

South England Exchange will follow these steps when recruiting a new staff member:

Date: 4 Oct 2021

24h emergency phone line: +44 (0)7796 997780

Review by: 4 Oct 2022

Director and Designated Safeguarding and Prevent Lead: Juliet Cassells - Tel: 07796 997780 - email: juliet@southenglandexchange.org  
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12 Russell Mews, Brighton BN1 2HZ - www.southenglandexchange.org

**Stage 1:** Review of role definition. Basis: *Exchange process flow chart, Who does what chart, Key Staff Roles document*. The reviewed job description will be sent to candidates.

**Stage 2:** Advertise to encourage wide selection of applicants. Adverts must contain a clear indication of high safeguarding requirements to encourage suitable applicants and deter unsuitable candidates. Each advert for a role in regulated activity must state that an enhanced DBS certificate with Barred List Checks and full disclosure will be required.

**Stage 3.** Send Job description, safeguarding policy and link to *Employment application form* to potential candidates who enquire.

**Stage 4:** Review applications checking skills and qualifications, employment gaps and motivation and create shortlist. Shortlisted candidates are asked to sign a self-declaration form. References for shortlisted candidates are requested.

**Stage 5:** Invite candidates to interview with SEE's director (who also acts as Safeguarding Lead) and SEE's Deputy Safeguarding Lead. During the interview, check ID, check mental and physical fitness for work, check right to work in the UK, collect and discuss self-declaration.

**Stage 6:** Request DBS check, check references (*Reference request – previous employer and Reference request - personal*), check right to work if additional documents are required. Make offer (conditional to positive result to all checks).

**Stage 7.** Exchange contracts.

**Stage 8:** On the first day of employment, arrange online induction training and allocate mentor (if applicable).

**Stage 9:** Arrange a 1 to 1 supervision with director to take place 4 – 6 weeks after starting work.

## Checks

### Disclosure and Barring Service (DBS)

All staff must undergo a DBS check. The level of disclosure depends on the proposed role this staff member is to fill. Checks are renewed every three years. Staff members are encouraged to join the DBS Update Service.

Checks are made using the website [www.ukcrbs.co.uk](http://www.ukcrbs.co.uk). Every applicant agrees to undergo this check by clicking a consent tick box on this website.

Any staff member whose role involves any of the following must undergo an enhanced check with barred list checks:

- teaching, training, instructing, caring for or supervising children on a regular basis (in a school)

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- 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

Members of staff and external parties whose roles involve regular work or contact with children without fulfilling the above conditions, will have to undergo an enhanced disclosure check *without* barred list checks. This also applies to contractors on the school site.

Staff who have lived outside the UK must undergo an overseas criminal records check.

Staff must not start work before DBS clearance has been obtained. If it is unavoidable that they start work, they must be appropriately supervised until a DBS certificate can be shown.

A DBS check can be replaced by checking the DBS Updating Service if the applicant has joined this service in the past and SEE

- obtains consent from the applicant to do so
- confirms the certificate matches the individual's identity
- examines the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.

A DBS check or overseas criminal records check is not necessary if the applicant has worked, within three months of their appointment,

- in a school in England, in a post:
  - which brought the person regularly into contact with children or young persons; or
  - to which the person was appointed on or after 12th May 2006 and which did not bring the person regularly into contact with children or young persons; or
- in an institution within the further education sector in England, or in a 16-19 Academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

A criminal record does not per se disqualify an applicant. Each case will be assessed on an individual basis. The assessment will take into account the seriousness and relevance of the conviction to the post applied for, how long ago the offence was committed, whether it was an isolated incident or a string of incidents, the circumstances around the incident, the resulting attitude of the applicant, any change in the applicant's personal circumstances since. BIS will document how a decision is reached despite / because of a conviction.

### Employment History

SEE expects every applicant to submit full details of their employment history. This will be checked for consistency and completeness.

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## References

SEE requests two references for each applicant invited to interview. Subsequently, SEE will contact the referees by telephone and cross-check that their testimony is genuine and accurate.

Neither referee must be related to the applicant.

One referee should be the current employer. If the applicant is not currently employed, SEE will verify their most recent period of employment and the reasons for leaving.

## Mental and physical fitness for work

SEE will check the mental and physical fitness of any applicant for a position. Checks are usually carried out by requesting information from the candidate. Where doubt remains, SEE can request a letter from the candidate's GP or another suitable medical practitioner.

## Right to work in the UK

Every applicant needs to demonstrate their right to work in the UK.

## Substantial change

Where an existing member of staff moves into a new position within the company which is substantially different from their previous role, or their personal circumstances change, SEE will initiate the same checks as are expected for a new member of staff. For example, if the new role involves regulated activity where the old one didn't, or a person's right to work may have expired.

## Qualifications

SEE will only employ suitably qualified staff. Evidence of qualifications may be requested.

## Single Central Record of Employment (SCR)

SEE keeps an SCR in electronic form.

The SCR indicates whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

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- an identity check
- a barred list check
- an enhanced DBS check/certificate
- a prohibition from teaching check
- further checks on people who have lived or worked outside the UK
- a check of professional qualifications, where required
- a check to establish the person's right to work in the United Kingdom
- whether the person's position involves 'relevant activity', i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18
- a section 128 Education and Skills Act 2008 check (for management positions).

## Retention of records

DBS certificates are never kept on file.

The following copies of documents are kept on record for 10 years:

- ID documents
- Documents pertaining to an individual's right to work
- Documents about an individual's qualifications