

Safer Recruitment Policy

Recruitment and Appointment Procedures



RHODES AVENUE
PRIMARY SCHOOL

Approved by:	Full Governing Body	Date:	November 2023
Last reviewed on:	Spring 2018 Autumn 2020		
Next review by:	Autumn 2024	Safeguarding Governor:	Lucy Freestone

Contents

1. Introduction	1
2. Purpose	1
3. Scope	2
4. Equality	2
5. Roles and responsibilities.....	2
6. Recruitment process	3
6.1 Review of the vacancy	3
6.2 Job Descriptions and person specification	3
6.3 Advertising	4
6.4 Applicants	4
6.5 Applications.....	4
6.6 Shortlisting	5
6.7 References	6
6.8 Secretary of State Prohibition Orders	7
6.9 Selection techniques including interviews	7
6.10 English Fluency	8
6.11 Pre-employment checks	8
6.12 Disclosure and Barring Service (DBS).....	8
6.13 Disqualification by association.....	9
6.14 Proof of identity and right to work in the UK and verification of qualifications and professional status	10
6.15 Fitness to undertake the role	10
6.16 Individuals who have lived or worked outside the UK	11
6.17 Agency and third-party staff and trainee teachers	11
6.18 Existing Staff	11
7. Offer of Employment	11
8. Unsuccessful Candidates.....	12
9. Retaining records and data protection.....	12
10. Personal file records	12
11. Single central record	12
12. Volunteers and regulated activity	13
13. Monitoring and review	13
Appendix 1 - Template job description and person specification	
Appendix 2 – Support Staff Reference Request Form	
Appendix 3 – Teacher Reference Request Form	
Appendix 4 – Interview Record Sheet	

This Safer Recruitment Policy is effective from September 2023 and incorporates changes reflected in Keeping Children Safe in Education 2023.

1. Introduction

1.1 Rhodes Avenue school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, agency workers and volunteers to share this commitment.

1.2 The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. This can only be achieved through sound procedures, good interagency cooperation and the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

Rhodes Avenue creates a culture of safe recruitment and, as part of that, adopts recruitment procedures that help deter, reject or identify people who may be unsuitable to work with children. This policy will describe in detail those checks that are, or may be required, for any individual working in any capacity at, or visiting Rhodes Avenue. All stakeholders act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction or restriction is required (KCSIE 2023 part 3 – para 237-247), will depend on the role that is being offered and duties involved.

It is the responsibility of all staff involved in the recruitment process to familiarise themselves with this policy.

1.3 This policy is to be read in conjunction with Keeping Children Safe in Education 2023 – Part 3. This is statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002. In the event that the Guidance is superseded within the period of time when this Policy is to be reviewed, then the Policy must be taken as being read in conjunction with the superseding Guidance as if the existing Guidance were being followed.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping children safe in education 2023.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf)

2. Purpose

The purpose of this policy is to clearly set out a recruitment process that aims to:

- Attract the best possible applicants to vacancies, who operate with integrity and share the values of the school;
- Deter prospective applicants who are unsuitable for work with children or young people;

- Identify and reject applicants who are unsuitable for work with children and young people.

3. Scope

This policy applies to all job applicants, potential and existing workers, as well as governors, contractors and agencies, and volunteers where appropriate.

4. Equality

4.1 The recruitment process must always be applied fairly and in accordance with employment legislation and the school's Equality and Diversity in Employment Policy.

4.2 This school recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, effective and promotes equality of opportunity.

4.3 All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare both spent and unspent convictions, cautions and bind-overs, and have Enhanced Disclosure and Barring Service clearance.

However, certain old and minor offences from criminal record certificates may be excluded. The filtering rules, together with the list of offences that will never be filtered, are available from [DBS Filtering Guide](#). Where 'soft information' is made available by the Disclosure and Barring Service, this will also be taken into consideration.

www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide

4.4 The school is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. The disclosure of a conviction or caution does not necessarily mean that an applicant will not be appointed and that the main consideration will be whether the offence would make the person unsuitable for the type of work that they have applied to do.

5. Roles and responsibilities

The governing body will:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements;
- Monitor the school's compliance with the policies and procedures;
- Delegate responsibility to the headteacher to lead in all appointments outside of the leadership;
- group. School governors may be involved in staff appointments.

The headteacher may delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint.

5.2 The headteacher and other managers involved in recruitment will:

- Ensure that the school operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school;
- Monitor contractors' and agencies' compliance with this document;
- Promote welfare of children and young people at every stage of the procedure;
- Ensure that at least one of the recruiting managers involved in each recruitment process has successfully received accredited training in safe recruitment procedures.
- The school will maintain an accurate record of all staff and governors that have successfully completed safer recruitment training.

5.3 All potential and existing workers, including volunteers will comply with this document.

5.4 All contractors and agencies will comply with safer recruitment pre-employment checks.

6. Recruitment process (KCSIE part 3 para 206-235)

6.1 Review of the vacancy

6.1.1 When a vacancy arises, the school will take the opportunity to revisit the job requirements.

6.1.2 This will involve a review of the job description and person specification where it is a like for like replacement role. This review will be undertaken by the headteacher or delegated manager, and may include the role being re- evaluated.

6.1.3 Authorisation for new posts within the organisation is dependent upon funding and budgetary requirements. Where such recruitment has not been accounted for, authorisation will be sought from the governing body.

6.2 Job Descriptions and person specification

6.2.1 All roles have a job description and person specification, which contain the following:

- A definition of the role, together with key duties and responsibilities;
- A description of the range of skills, attributes and qualifications required;
- A statement of the school's commitment to safeguarding and promoting the welfare of children;
- All job descriptions and person specifications will always be strictly relevant to the job, and all criteria must be objective, measurable and justifiable;
- Pay scale or pay range and any allowances attributed to the post (e.g. TLR payment);
- Details of working time arrangements where appropriate, for example term time only or 52 weeks.

6.2.2 A template job description and person specification is at Appendix 1. Model job descriptions have been provided by the LA.

6.3 Advertising (KCSIE 2023 para 210-211))

6.3.1 To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible. This usually means that posts are advertised externally.

6.3.2 Where there is a reasonable expectation that there are sufficient qualified internal candidates, or where employees are at risk of redundancy, an internal advertisement may be considered appropriate. A clear and transparent recruitment process should be followed in all cases.

6.3.3 The School Staffing (England) Regulations 2009 specify that the governing body must advertise a head teacher vacancy or post in such manner as it considers appropriate, unless it has good reason not to. It is recommended that the governing body seeks advice from the local authority, before deciding not to advertise.

6.3.4 Adverts should be written to appeal to all sections of the community, clear and concise and written in plain and non-discriminatory language and include:

- Brief requirements of the job;
- A brief description of the school and the location;
- The salary and any other benefits;
- The length of contract (if appropriate, it must be stated whether the appointment is temporary and if so, the reason for this e.g. to cover maternity leave);
- All adverts will indicate that a Disclosure and Barring Service (DBS) check will be undertaken, or refer to an advert on the school's website which states this and includes a commitment statement regarding the safeguarding of children. For example, "The school is committed to safeguarding children and young people, and expects all staff and volunteers to share this commitment. The school follows safe recruitment practices to protect children from risk of harm, and all post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check."
- The closing date. Normally advertisements will have a closing date of a minimum of 10 working days after the date the advertisement appears.

6.3.5 Rhodes Avenue will include a statement detailing their commitment to diversity and equal opportunities as an employer.

6.4 Applicants (KCSIE 2023 para 210-215)

6.4.1 Prospective applicants will be supplied, as a minimum, with the following documents as part of an application pack:

- The job description and person specification;
- Dates of shortlisting and interview;
- An application form;
- Equal opportunities monitoring form;
- A criminal records form for completion.

6.5 Applications

6.5.1 The school uses standard application forms (standardised for teaching posts, and

support staff). CVs will not be accepted.

6.5.2 The application form includes the following:

- A section for self-declaration of convictions or relevant information, consent for DBS check, and a statement to say failure to disclose (other than in respect of "protected" convictions or cautions) will result in termination of the post;
- A section for personal details, qualifications, experience and employment history;
- A request for contact details of two referees;
- A requirement for candidates to account for any gaps or discrepancies in employment history. Where an applicant is short-listed, these gaps will be discussed at interview;
- A clear statement 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 possible referral to the police and other professional regulatory bodies.

6.5.3 If a disabled applicant requests an application pack in an alternative format, such as in Braille or Audio, then this request must be complied with, Rhodes Avenue will liaise with Haringey's HR service for further advice. Where the role is not advertised on the Haringey website, the job advertisement will need to make clear that disabled applicants may request an application pack in alternative format.

6.6 Shortlisting (KCSIE 2023 – para 216-221)

6.6.1 Shortlisting is the process of analysing all applications and considering them in terms of how far they meet the requirements of the job description and person specification. The criteria must be objective and apply equally to all candidates.

No one should be involved in any stage of the selection process if they have a close personal or family relationship or other connection, which may present a conflict of interest with any of the applicants.

Staff must declare to the headteacher, any conflict of interest as soon as they become aware of it at any point in the recruitment process. A record of any declaration will be made.

6.6.2 The interview panel should carry out the shortlisting. If possible, all those candidates who meet the essential criteria should be interviewed. Where the application form shows no evidence of meeting one or more essential criteria, no further consideration should be given to that candidate. Where a large number of applicants meet the essential criteria, the desirable criteria should be used to reduce the number of applicants. Decisions should be made purely on the information on the form and assumptions (either positive or negative) should not be made.

6.6.3 Disabled applicants who meet the essential criteria must be interviewed, regardless of the number of applicants. Consideration will be given to making reasonable adjustments for the disabled candidate to compete on an equal basis with candidates who do not share the disabled persons protected characteristic.

6.6.4 Only candidates who meet all of the essential criteria should be invited for interview. The desirable criteria may be used to reduce the shortlist to a manageable number. It may

be appropriate for the criteria to be ranked in order of importance and weighted to reduce the shortlist further.

6.6.5 Shortlisted candidates should be contacted as soon as possible and invited to interview. A telephone call followed by an email will be sent to all shortlisted candidates informing them of the date of the interview.

6.6.6 To ensure we meet our safeguarding responsibilities, as outlined in KCSIE 2023 we will perform basic online checks for shortlisted candidates.

6.7 References (KCSIE 2023 –para 222-224)

6.7.1 Two references for successful candidates will be requested immediately after interview and prior to any take up of employment. Teachers will be expected to provide details of their current headteacher as one of their two referees.

6.7.2 References must be in writing, specific to the job for which the candidate has applied and directly from the referee - open references or testimonials are not acceptable. The school will not accept references from relatives or people writing solely in the capacity as a friend.

6.7.3 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

6.7.4 Reference requests will specifically ask for details of:

- The referee's relationship with the candidate;
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable;
- The applicant's performance history and conduct including details on any situation where any formal action has been taken using capability procedures within the last two years;
- Any disciplinary procedures for which the sanction is current;
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those processes;
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

6.7.5 The school uses a standard reference request form to ensure the details outlined above are included. (Teaching Staff Posts - Appendix 2) (Support Staff Posts – Appendix 3). The reference request form will be sent with a covering letter.

6.7.6 References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview or after offer.

6.7.7 Any information about past disciplinary action or allegations will be considered in the

circumstances of the individual case.

6.8 Secretary of State Prohibition Orders (teaching roles) (KCSIE 2023 part 3 para 253-262)

6.8.1 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. This will be made before any offer of employment is made.

6.8.2 Prohibition orders prevent a person from carrying out teaching work in schools, including academies (including 16-19 academies and free schools), local authority maintained schools, non-maintained special schools and independent schools as well as sixth form colleges, relevant youth accommodation and children's homes. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

6.8.3 Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the National College for Teaching and Leadership (NCTL). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

6.9 Selection techniques including interviews (KCSIE 2023 – para 225-229)

6.9.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

6.9.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link). The interview record sheet can also be used in this situation.

6.9.3 Candidates will always be required to:

- Answer questions relating to their suitability for the role and how they meet the requirements of the job description and person specification;
- Explain satisfactorily any gaps in employment;
- Explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- Declare any information that is likely to appear on a DBS check;
- Demonstrate their capacity to safeguard and protect the welfare of children and young people.

6.9.4 Other selection methods may also be used where these are appropriate to the post, for example:

- An observed activity with children;
- In tray exercises can be used to test organising, prioritising and time management;
- Presentations can be used to assess presentation and research skills; and
- Case studies can be used to evaluate problem solving and written communication skills.

6.10 English Fluency

6.10.1 Employees working in a pupil-facing role must be able to speak fluent English. This means that they must have a command of spoken English that is sufficient to enable the effective performance of the role. This duty applies to existing staff and new recruits.

6.10.2 The fluency duty does not create a higher standard than already required for Teachers in local authority maintained schools who are already annually appraised against the Teachers Standards.

6.11 Pre-employment checks (KCSIE 2023 part 3 para 230-252)

All successful applicants are required to:

- Provide proof of identity and right to work in the United Kingdom;
- Complete a DBS application and receive satisfactory clearance;
- Have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable;
- Pass a prohibition from teaching check (see paragraph 6.8);
- Provide actual certificates of professional qualifications, as deemed appropriate by the school;
- Complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role;
- Disclose any DBA restrictions;
- Provide two satisfactory references (see paragraph 6.7).

6.12 Disclosure and Barring Service (DBS)

6.12.1 The school will request an Enhanced DBS (which includes the barred list check) through the school's HR service for all staff and volunteers (including governors) engaged in regulated activity.

6.12.2 According to KCSIE 2023 – para 236, regulated activity includes:

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b) Work 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 done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly.

Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

- c) Relevant personal care or health care provided by or provided under the supervision of a health care professional:

- Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;
- Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

6.12.3 When the DBS has completed its check of an applicant's record and, if appropriate, whether or not they are on the children's barred list, the relevant information will be recorded on a certificate (the DBS certificate) that is sent to the applicant. The applicant must show the original DBS certificate to the school before they take up post.

6.12.4 Individuals can join the DBS Update Service at the point an application for a new DBS check is made, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue. This allows for portability of a certificate across employers.

6.12.5 Before using the DBS Update Service the school will:

- Obtain consent from the applicant to do so;
- 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, e.g. enhanced certificate/enhanced including barred list information.

6.12.6 The school will refer to the DBS anyone who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left, if there is reason to believe that they pose a risk of harm to a child or vulnerable adult. Further guidance on referrals can be found at www.gov.uk

6.13 Disqualification by association (KCSIE 2023 – para 263-267)

6.13.1 In line with [Disqualification under the Childcare Act 2006](#) schools are no longer required to establish whether a member of staff providing, or employed to work in childcare, is disqualified by association. Regulation 9 does not apply to staff in a relevant school setting. Disqualification by association is only relevant where childcare is provided in domestic settings (for example where childminding is provided in the home) or under registration on domestic premises, including where an assistant works on non-domestic premises up to 50% of the time under a domestic registration. Accordingly, schools are not entitled to ask their staff questions about cautions or convictions of someone living or working in their household.

6.13.2 Staff are covered by this legislation if they are employed and/or provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare. This includes:

- Early years' provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years' age range;

- Later years' provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co- curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

This means that staff employed who work in the following roles are not covered, i.e. staff who:

- only provide education, childcare or supervised activity during school hours to children above reception age; or
- only provide childcare or supervised activities out of school hours for children who are aged 8 or over; and
- have no involvement in the management of relevant provision.

6.13.3 Rhodes Avenue 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 Rhodes Avenue takes a decision that an individual falls outside of the scope of the regulations and do not carry out such checks, Rhodes Avenue will retain a record of their assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place and any advice sought.

6.13.4 The school will keep a record of those staff who are employed to work in or manage relevant childcare and record the date on which information was received from an individual on the Single Central Record.

6.13.5 In the event of information leading to disqualification by association being obtained, the school will follow guidance set out in the Disqualification under the Childcare Act 2006 guidance.

6.14 Proof of identity and right to work in the UK and verification of qualifications and professional status (KCSIE 2023 – para 280-285)

6.14.1 Successful applicants for all posts will be required to provide proof of identity by producing documents in line with those set out in The Immigration, Asylum and Nationality Act 2006 e.g. passport, birth certificate, driving license etc. Similar information is also required to undertake a DBS check on the preferred candidate. These checks will be completed by the school's HR service.

6.14.2 The school will verify that successful candidates have actually obtained any qualifications legally required or deemed essential for the job, and as stated in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution.

6.15 Fitness to undertake the role

6.15.1 A confidential pre-placement medical form must be completed to verify the successful candidate's mental and physical fitness to carry out their work responsibilities.

6.16 Individuals who have lived or worked outside the UK (KCSIE part 3 para 280-285)

6.16.1 The school ensures individuals who have lived or worked outside the UK undergo the same checks as all other staff. In addition, the school may take steps to further investigate any relevant events that occurred outside the UK. The Home Office guidance on criminal records checks for overseas applicants can be found on GOV.UK.

6.16.2 Further checks will include a check for information about any searcher sanction or restriction that an EEA professional regulating authority has imposed, using the TRA Teacher Services web page (KCSIE 2023 part 3 para 280-285). Although restrictions imposed by another EEA regulating authority do not automatically prevent a person from taking up teaching positions in England, we will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

6.16.3 Secretary of State Section 128 direction (KCSIE 2023 part 3 para 256-260)

A section 128 directions prohibits or restricts a person from taking part in the management of a school as follows:

- Head teacher;
- Any teaching positions which carry a department headship;
- Teachers with additional responsibilities taking part in management;
- Governors.

6.17 Agency and third-party staff and trainee teachers (KCSIE 2023 part 3 para 286-289)

6.17.1 The school ensures written notification is obtained from any agency, third- party organisation or teacher training institution to confirm that appropriate recruitment vetting checks have been obtained for any individual working at the school in regulated activity.

6.17.2 The school checks the identity of all agency or third party staff on arrival at the school.

6.18 Existing staff (KCSIE 2023 part 3 para 345-346)

6.18.1 The school reserves the right to repeat any check if any information is received that suggests a person may no longer be suitable for continued employment.

7. Offer of Employment

7.1 It may be possible to negotiate a provisional start date with the preferred candidate. However, with the exception of the DBS disclosure (unless the DBS Online Update Registration service is available), the pre-employment checks detailed above (i.e. satisfactory DBS Certificate, references, medical checks, prohibition checks, childcare disqualification checks and waivers, copies of qualification and proof of identity) must all be completed before a person's appointment is confirmed.

7.2 In the case of DBS disclosures, the certificate must be obtained/verified before or as soon

as practicable after the appointment is made. In exceptional circumstances, where an individual starts work before the DBS certificate is available, then the school will ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

7.3 Once all pre-employment checks have been satisfactorily completed / received, the school's service will make an offer of employment and will issue the contract of employment. The contract will be issued at the commencement of employment.

8. Unsuccessful Candidates

8.1 It is good practice for the headteacher or chair of the interview panel to contact unsuccessful candidates as soon after the interview as possible to offer feedback about the interview.

8.2 When giving feedback, it should be:

- Honest and nondiscriminatory;
- Related to the individual's performance at the interview;
- As detailed as possible using examples from the interview;
- Constructive and helpful for the individual.

9. Retaining records and data protection (KCSIE 2023 part 3 para 276-278)

9.1 The school must retain all interview notes on all applicants for a 6-month period after notifying unsuccessful candidates, after which time the notes will be destroyed (e.g. shredded).

10. Personal file records

10.1 The school will retain the following information, which will make up part of the personal file for the successful candidate:

- Application form
- References
- Proof of identification
- Proof of academic qualifications
- Evidence of medical clearance from Occupational Health (where applicable)
- Evidence of the DBS clearance (ie: the notification form or certificate reference number, not the actual DBS form or certificate)
- EEA check (if applicable)
- Positive Disclosure Review sheet (maintained if applicable/agreed)

11. Single central record (SCR) (KCSIE 2023 part 3 para 268-272)

11.1 In line with DfE requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, teacher trainees on salaried routes, supply staff whether

employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide regular additional teaching or instruction for pupils but who are not staff members (eg: regular specialist workshop leaders).

11.2 The central record will indicate whether or not the following have been completed:

- Identity checks;
- Qualification checks for any qualifications legally required for the job;
- Checks of right to work in the United Kingdom;
- DBS Enhanced Disclosure and barred list check;
- Prohibition from teaching check;
- Further overseas records where appropriate; and
- Who undertook the check and the date on which the check was completed or the relevant certificate obtained;
- A section 128 check (for management positions – KCSIE 2023 part 3 para 256-260).

11.3 In order to record supply staff provided through an agency on the single central record, the school will require written confirmation from the agency that it has satisfactorily completed the checks described above. The school does not need to carry out checks itself except where there is information contained within the disclosure.

12. Volunteers and regulated activity (KCSIE 2023 part 3 para 305-308)

12.1 The school welcomes the active involvement of parents, volunteers and members of the local community in school life. Parents and carers frequently help at school and on trips and outings on an occasional basis to support the curriculum, closely supervised by a member of staff. These helpers are not considered to be engaged in regulated activity and are therefore not subject to the Safer Recruitment Procedures. Guidelines for parents helping in school will be made available for parent volunteers for example the schools

12.2 Safeguarding Policy. All regular volunteers have an Enhanced DBS check. However, some volunteers may be engaged in regulated activity and therefore are subject to Safer Recruitment Procedures. Further guidance on how this judgement may be made is contained within the document below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf

12.3 Governors are required to have Enhanced DBS checks.

13. Monitoring and review

13.1 The Governing Body will monitor the implementation of and compliance with this policy and procedures. This will include periodic audits of files and records by the Designated Safeguarding Lead and/or Nominated Governor as part of the school's wider Safeguarding Audit (as specified in the Safeguarding Policy).

13.2 The school's senior management and the governing body will ensure that action is taken to remedy without delay any identified issues.

Appendix 1 - Template job description and person specification

Please complete all sections as comprehensively as possible and state N/A if a section does not apply. This job description and person specification will be used as part of the recruitment process.

Job title	
Post number	
School	
Department	
Responsible to: <i>(give job title of the person to whom the postholder is directly accountable)</i>	
Responsible for: <i>(please give job titles, grades and attach a structure chart)</i>	
Pay and hours:	

1. Purpose of the job

This should be a brief summary

2. Main Responsibilities

This is the most important section. It should list the major areas in which the job must produce results in order to achieve its purpose. You need to explain what is done, how and at what level you expect the postholder to operate within the school.

3. Financial Accountability/Influence

- A. Give an overview of any budgets, expenditure, income for which the postholder has sole or shared accountability, or has some influence over. You need to explain the postholder's responsibilities in this area.
- B. List any external contracts or Service Level Agreements that the postholder manages, monitors or specifies.

4. Additional Information

Provide details of any other factors not already given which affect the job.

e.g. particularly unpleasant working conditions, being the Council's specialist in a specific area, high political sensitivity.

5. We confirm that this form conveys a full and accurate description of the job as at (date)

Postholder name	
Post holder signature	
Date	
Manager name	
Manager signature	
Date	

Person Specification

1. Education, Experience and Working Knowledge

- A. List the education, qualifications or training that the ideal postholder would need to perform the full duties of the post effectively. (This information should relate to the qualifications etc. required for the job and may not be the same as those held by the postholder). *e.g. CIPD qualified or equivalent by experience*
- B. How much work experience over and above any qualification (related and unrelated) would the postholder ideally need before appointment.
- C. Details of any specific knowledge required.

REFERENCE QUESTIONNAIRE
RHODES AVENUE PRIMARY SCHOOL
RHODES AVENUE, N22 7UT

IMPORTANT - please complete this form as fully as possible. Please state "not applicable" where necessary. Please note that the school holds the referee responsible for ensuring this reference is accurate and does not contain any material misstatement or omission. Please be aware that the FACTUAL CONTENT of this reference may be discussed with the applicant.

1. GENERAL INFORMATION

Name of applicant:

Post applied for:

Please complete either points a) to d) or e) to f) according to your relationship with the applicant.

a) Dates of employment with your organisation: **From** **To**

b) Capacity in which employed (including volunteer or trainee in your organisation)

c) Main duties

d) Are/were these duties carried out satisfactorily? YES ☐ NO ☐

OR

e) How long has the applicant been known to you?

f) In what capacity?

2. ASSESSMENT OF PERFORMANCE

Please comment on the areas below with reference to the Job Description and Person Specification. Please be evaluative in your comments.

If not known to you as an employee/volunteer/trainee, please just respond to e) on the following page

a) Quality of work

b) Relationships with colleagues, pupils and parents

c) Strengths

d) Areas for development

e) Do/did you find him/her:- Honest ? YES ☐ NO ☐ Punctual? YES ☐ NO ☐ Reliable? YES ☐ NO ☐

3. OTHER INFORMATION

If not known to you as an employee/volunteer/trainee, please just respond to e) to g) below

a) Are/were there any disciplinary warnings recorded in respect of the applicant which are current/were current at time of leaving? **YES** ☐ **NO** ☐

b) If YES, please state the reasons for the warning(s) and when they were given

c) Is/was any disciplinary/capability action pending against the applicant (including whether or not the applicant is currently the subject of a disciplinary/capability investigation)? **YES** ☐ **NO** ☐

If YES, please give details

d) If no longer in your employment, please state reason(s) for leaving

e) Are you aware of any convictions recorded against him/her? **YES** ☐ **NO** ☐

If YES, please give details

f) Please give details if you are aware of any allegations or concerns that have been raised at any time in the past about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

g) If you have completed f) above please advise of the outcome of the concerns e.g. whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved.

4. RECOMMENDATION

a) If you had a vacancy, would you employ/re-employ him/her? **YES** ☐ **NO** ☐

b) Do you recommend him/her for this post:

i) Unreservedly ☐

ii) With reservations (please state below) ☐

iii) Do not recommend ☐
☐

5. COMPLETED BY

I confirm that I am authorised to provide this reference on behalf of this organisation/I am a personal referee*

NAME: _____ POSITION: _____

(IN CAPS)

(IN CAPS)

SIGNATURE: _____

RELATIONSHIP TO APPLICANT: _____

DATE: _____

Contact name and phone no. for any enquiries about this reference:


Name: _____ Tel: _____

Please Certify This Reference

With Your School/Organisation Stamp

Thank you for your co-operation.

Appendix 3 – Teacher Reference Request

 RHODES AVENUE PRIMARY SCHOOL	<p style="text-align: center;"><u>RHODES AVENUE PRIMARY SCHOOL</u></p> <p style="text-align: center;"><u>REFERENCE REQUEST</u></p> <p style="text-align: center;"><u>TEACHER</u></p> <p style="text-align: center;"><u>In Strictest Confidence</u></p>
--	--

Referee's Name

Referee's place of employment

Referee's Position

Name of applicant:	
--------------------	--

Post applied for:	
-------------------	--

Date of employment with your organization:	From: To:
--	-----------

Please provide details of the applicant's current responsibilities:	
Current or final salary:	

	<i>Excellent</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Weak</i>
Classroom management (if applicable)				
Team Work				
Relationships with colleagues				
Relationships with students				
Professionalism when dealing with students and colleagues				
Success in handling difficult situations				
Capable of working unsupervised				
Ability to work collaboratively				
Ability to prioritise duties as required				
Time Management				
Ability to multi-task				
Attention to detail				
Level of ICT competence Inc. Microsoft Office (Word/Excel/Outlook)				
Oral and written communication skills				
Competence in administration/organisation				
Interpersonal skills				
Success in handling difficult situations				
Ability to work under pressure				
Flexible & accommodating				
Positive attitude and approach				
Openness to others' ideas				
Soundness of judgement				
Health Record				
Attendance				
Dependability and co-operation				
Enthusiasm				

Public Presentation				
Commitment				
Willingness and ability to learn new skills, including ICT				
Ability to promote a professional image				

Do you have any reservations about supporting the candidate's application for this post?		YES/NO
Is the applicant related to you or a personal friend?		YES/NO
Number of days absent in last two years. How many separate incidents of absence.		
Has the applicant been subject to any disciplinary procedures for which disciplinary sanction is current: If yes please state the reasons for the sanctions, dates and period of sanction		Yes /No
Have there been any causes for concern with regards to the applicant's conduct/relationship with students. If so, please comment fully. If necessary, please use a separate sheet Have you used a separate sheet? YES/NO		
Please comment on whether you are completely satisfied that the applicant is suitable to work with children. Please provide details of any concerns.		
Please make any comments here:		

If you were looking to fill a similar post would you (please ring/highlight the appropriate number)

- 1. Go out of your way to seek to appoint or retain this candidate
- 2. Be happy to appoint or retain this candidate
- 3. Be prepared to appoint this candidate if there were no better candidate available
- 4. Definitely not appoint or retain this candidate

If number 4 is circled please comment below

Thank you for your cooperation. I do appreciate your time is valuable and appreciate your cooperation.

Please complete & return this form to Ms T Graham, Rhodes Avenue Primary School, Rhodes Avenue, London N22 7UT or email to: admin@rhodes.haringey.sch.uk – marking the subject confidential reference.

Thank you for your time. In case of query please call: **020 8826 1898**

Yours sincerely

Maria Panayotiou
Interim Headteacher

Appendix 4 – Interview Record Sheet

This form should be completed for each interviewed candidate and stored in line with retention guidelines. The information recorded on this form can be used to provide feedback to candidates. Candidates have the right to request access to their interview notes under the Data Protection Act 1998.

Candidate Name	
Post title	
Vacancy / Reference number	
Interview date	
Notice period	

	Indicators					
<i>Questions (based on person spec and role competencies)</i>	Positive	Negative	Interview notes	Fully met	Partly met	Not met
1.						
2.						
3.						

	Indicators					
Questions (based on person spec and role competencies)	Positive	Negative	Interview notes	Fully met	Partly met	Not met
4.						
5.						
6.						
7.						
8.						

<i>Signature of interviewer:</i>		<i>Date:</i>	
---	--	---------------------	--

Guidance

This form should be completed for each interviewed candidate, by each panel member.

The information on the form will be used for discussion.

Once complete the form should be returned to the Headteacher for discussion.

The information captured on the form may be used to provide feedback to candidates.

Office use only:

☐

Tick box if photocopied ID, right-to-work and qualification documents have been checked with vacancy reference number.

