

## Safer Recruitment Policy

*This policy should be read in conjunction with the Halcyon policy on Safeguarding and Promoting the Welfare of Children*

### 1. Purpose

This policy is based on the Department for Education's statutory guidance Keeping Children Safe in Education (September 2021) and Working Together to Safeguard Children (2018). This policy is also based on the following legislation:

- A. Statutory guidance on the Prevent Duty, which explains school duties under the Counter-Terrorism and Security Act 2015.
- B. Disqualification under the Childcare Act 2006, advice and guidance to schools to safeguard and promote the welfare of children.
- C. Rehabilitation of Offenders Act 1974 which assess applicant's suitability for positions and Code of Practice, published under s122 of the Police Act 1997 which advises to treat applicants who have a criminal record fairly and not to automatically discriminate.

The recruitment process aims to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

This policy is to set out the minimum requirements of a recruitment process that aims to:

- D. to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- E. attract the best possible candidates to vacancies within all job descriptions and person specifications;
- F. identify and reject applicants who are unsuitable to work with children and young people;
- G. adhere to UK Visas and Immigration regulations; and
- H. ensure at least one member of the panel has received Safer Recruitment Training.

### 2. Halcyon Safeguarding Statement

Halcyon London International School is committed to safeguarding and promoting the welfare of all its students. Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers and trustees in the school, and is consistent with

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the procedures of the 3 safeguarding partners. Our policy and procedures also apply to extended school and off-site activities.

The Board of Trustees expect all staff and volunteers to share this commitment by demonstrating their understanding of how each adult working on behalf of the school has an active part to play in protecting children from harm and promoting their welfare. All Halcyon staff are advised to maintain an attitude of “it could happen here” in relation to safeguarding. Halcyon cultivates a climate where everyone should feel comfortable to speak about these matters openly. When concerned about the welfare of a child, staff members should always act in the interests of the child. Halcyon promotes a coordinated approach to safeguarding.

### 3. Staff

The School’s definition of “staff” is set out as follows:

“Any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer”

### 4. 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:

- A. frequently, meaning once a week or more; or
- B. four times or more in a 30-day period; or
- C. provides the opportunity for contact with children: and
- D. Intimate or personal care or any overnight activity

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, supply staff and governors 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.

### 5. Inviting Applicants

Advertisements for posts, whether online in newspapers or journals, will include the following statements:



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- A. Post is subject to an enhanced DBS check with children's barred list information and will include a statement enforcing the School's commitment to safeguarding and promoting the welfare of children and young people.
- B. Halcyon London International School is committed to supporting, inter developing and promoting diversity and equality in all of its employment practices and activities. (See Appendix 1 for Halcyon's policy on the recruitment of ex-offenders).
- C. It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children

The timeframe for job advertisements is approximately 4 weeks, or until the role is fulfilled. Halcyon has the right to close job advertisements sooner.

All prospective applicants will be given the Job Description and Person Specification (the skills, abilities, experience, attitude, and behaviours required for the post) and other key policies and will be required to complete the online Halcyon Application form.

If no suitable candidate can be found from the resident workforce Halcyon will consider, where appropriate, sponsorship and employment of migrant workers.

## 6. Shortlisting & Referencing

Short listing of candidates will be against the person specification of the post. All candidates must complete the Halcyon Application Form.

Applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. The purpose of a self-declaration is to enable applicants the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

Where possible, references will be taken up before the interview phase to form part of the selection phase.

Applicants must provide details of referees/references of their present (or last) employment. References will be sought directly from the referee, who will be contacted via email or telephone.

Where necessary previous employers who have not been named as referees may be contacted in order to clarify any anomalies, employment gaps or discrepancies.

Records of references will be kept on file.

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Referees will be asked, the following specific questions:

- A. candidate's suitability to work with children and young people**
- B. any disciplinary warnings including time-expired warnings, that relate to safeguarding**
- C. candidate's suitability for the post**

## 7. Selection Process

The School's selection process for interview will be determined by the suitability of the candidate for the nature and duties of the advertised post. Shortlisted candidates will be invited for an interview. Role dependable, second stage interviews may be arranged.

Interviews will always be face to face, which includes visual electronic interviews. The school's interview panel is represented by a diverse range of individuals including members of the Senior Leadership Team, Teachers, Students and Parent group. The school will determine the panel members to interview for each role. Panel members are required to record their feedback and comments on the interview question form for each candidate. NB: In addition to role-specific questions, the Interview will seek to ensure the candidate's understanding of the values of the School, and of student safeguarding.

Applicants are required to:

- A. identify and explain any gaps in employment
- B. declare any information that is to appear on the DBS clearance check

The successful applicant will have, prior to a decision to appoint, a personal safeguarding interview to better understand their attitudes, motivations and suitability to work with children.

## 8. Mandatory Employment Checks

Employment is subject to satisfactory pre-employment checks. Successful candidates will be required to:

- A. Provide proof of their identity
- B. Provide evidence of their right to work (RTW) in the UK, including EU/EEA nationals
- C. If lived or worked outside UK, overseas police checks (if applicable) and or a letter from a professional regulating authority in the country (or countries) worked confirming there are no sanctions/restrictions (i.e. unsuitable to teach)
- D. Provide proof of their qualifications, including QTS (if applicable)

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- E. Provide 2 references, one must be current or most recent employment
- F. Apply for an enhanced DBS check with children's barred list information and register with the DBS Update Service. Where applicable, obtain a separate children's barred list check if DBS certificate is not issued.
- G. Checked against Teaching Regulations Agency, which includes a Prohibited Teacher Check and S128 Prohibited Management Check (if applicable)
- H. Complete a confidential pre-employment health questionnaire (excluding consultants)
- I. Complete mandatory training with Educare

Original documentation is required for all of the above.

If a candidate has lived overseas for more than three months, the candidate will be asked to present an overseas Police Check/Certificate of Good Conduct from the relevant country. Where this is not possible, further checks may be carried out, for instance extra references may be obtained.

All volunteers working with students in our school will be subject to the above checks and be required to undertake a risk assessment

### 9. Record Keeping

Successful candidates are added to the School's HR Information System. Data of unsuccessful candidates will be held on file in accordance with Data Protection and the GDPR Policy.

### 10. After commencement of duties

All staff who are new to the School will:

- A. receive induction training that will include key policies, including safeguarding, and they will be required to sign acknowledgement and confirmation of reading the key policies.
- B. be subject to periods of observation
- C. receive ongoing training and appraisal
- D. be subject to a six-month **probationary period**.

### 11. Duty to refer to the Disclosure and Barring Service

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

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- Engaged in relevant conduct in relation to children
- Satisfied the harm test in relation to children
- Been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence

When an allegation is made, an investigation should be carried out to gather enough evidence to establish if the allegation has foundation.

Referrals should be made as soon as possible, when an employee is removed from regulated activity. This includes when an employee is suspended, redeployed to work that is not regulated activity, dismissed or when they have resigned.

The DBS will consider whether to bar the person.

## 12. Duty to consider referral to the Teaching Regulation Agency

Where the school dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to their services had they not left first, the school must refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002.

The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

## 13. Appointment and Safeguarding Procedures for Non-Staff

### A. Supply Staff

The school will obtain written notification from any agency, or third party organisation, that confirms that they have carried out the necessary checks on the individual who will be working at the school.

Written confirmation must include confirmation that the individual has been subject to the appropriate level of DBS check. Where the agency or third party organisation has obtained an enhanced DBS check, which has disclosed any matter of information, the school has the right to obtain a copy of the DBS certificate from the agency/organisation.

When the School engages supply teachers directly, it will conduct the same mandatory employment checks as would apply to fully-employed staff.

### B. Self-Employed Professionals

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If the individual is self-employed, the same mandatory employment checks will apply as those for staff.

If the individual is employed by a company, the following will apply:

### I. Staff from Other Organisations

The School will ensure that its contract with any company, which provides staff who will have access to areas where unsupervised contact with children is possible, provides for the required checks on staff to be completed by the company itself.

Where services or activities are provided separately by another body, supervising the school's students either on or off school site, the school will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

### II. Visiting Speakers

In line with Prevent statutory guidance, the school will ensure that any visiting speakers who might fall within the scope of the Prevent duty, whether invited by staff or pupils, are appropriately supervised.

### III. Volunteers

New regular volunteers will be subject to the following checks:

- Provide proof of their identity
- An Enhanced DBS Certificate (including children's barred list check where appropriate) if the post is classed as a Regulated Activity
- If the post is not classed as in Regulated Activity, a risk assessment will be carried out and kept on file;
- other checks may be carried out if deemed necessary
- Overseas checks (where appropriate)
- An informal meeting and a Safeguarding introduction will be arranged where required
- Confirmation that no concerns have been raised by others in the School community

No DBS or Barred List checks will be carried out for those who are one-off volunteers for School events or trips. However, proof of ID will be checked and the volunteer will be supervised at all times.

### IV. School Trustees



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The School will carry out the following checks on all new Trustees:

- a. Enhanced DBS Certificate with Children's Barred List Check
- b. ID Check
- c. Overseas Checks (where appropriate)
- d. Prohibition from management check ("section 128 direction")
- e. Disqualification from Childcare self-declaration (if the Trustee is in regulated activity)

### 14. Vetting Check Exemptions

In line with the DfE Regulatory Requirements, the School will not conduct vetting checks on the following:

- A. Visitors to the Head/other staff
- B. Those who have only brief contact with children in the presence of a staff member.
- C. Pupils aged under 16 on work experience or similar
- D. Those on the school site when pupils are not present
- E. Visitors carrying out repairs or servicing equipment

The School does not re-check staff returning from maternity leave, sabbaticals or similar

### 15. The Single Central Register (SCR) of Appointments

In accordance with current legislation, the School keeps a Single Central Register of Appointments, indicating whether or not the following checks have been completed on all current members of staff and governing body (where appropriate) at the school:

- A. Identity Checks
- B. Qualification Checks for any qualifications legally required for the position
- C. DBS Check
- D. Barred List Check
- E. Right to work check
- F. Overseas Checks, where applicable
- G. Prohibition from Teaching Check (where appropriate)
- H. Prohibition from Management Check (where appropriate)
- I. European Prohibition Check (or relevant check where applicable)
- J. References
- K. Employment History/CV Check
- L. Medical Declaration

A checklist is completed with regard to the recruitment checks outlined in this policy. The completed check list is recorded in the individual employee file..





## Appendix 1. Recruitment of ex-offenders

- A. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (exceptions) Order using criminal record checks processed through the using the Disclosure and Barring Service (DBS), Halcyon London International School (Halcyon) complies fully with the code of practice and undertakes to treat all applicants for positions all posts fairly. Halcyon will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
- B. Halcyon actively promotes equality of opportunity for all and selects all candidates for interview on the basis of their talent, skills, qualifications and experience. Halcyon welcomes applications from a wide range of candidates, including those with criminal records.
- C. A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at all stages of the recruitment process.
- D. Where disclosure is to form part of the recruitment process, Halcyon encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process.
- E. Unless the nature of the position allows Halcyon to ask questions about a candidate's entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- F. Halcyon ensures that everyone involved in the recruitment process has been suitably trained to identify and assess the relevance and circumstances of offences. Halcyon also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
- G. At interview, or in a separate discussion, Halcyon ensures that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.
- H. Halcyon undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.
- I. Having a criminal record will not necessarily bar an applicant from working for Halcyon. This will depend on the nature of the position and the circumstances and background of the offences.

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As the law is subject to change, this policy statement is subject to review and Halcyon reserves the right to amend this policy without prior notice.

*Approved by Board of Trustees 02 April 2020*

*Reviewed August 2021. Approved by Board of Trustees October 7 2021*

*This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.*

