

# Churchdown School Academy



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## Safer Recruitment Policy

### Governors' Policy Document 2015

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**“For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed...”**      Bichard Report, 2004, p 12, para 70

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## **1. INTRODUCTION**

1.1 This policy provides practical guidance on a range of safer recruitment practices and will help ensure consistent practice across the Academy.

### **1.2 Who does this Policy apply to?**

1.2.1 The Headteacher and Governing Body have a responsibility to ensure that when recruiting to a post within the school, that the Policy be adhered to when planning and carrying out the recruitment process. This policy and guidance are in line with DfES and Bichard Inquiry recommendations.

### **1.3 How long will the recruitment process take?**

1.3.1 Depending on the time it takes to receive all of the appropriate pre-employment checks and the candidate's notice period, it is important to access the time the whole process will take from job description to a new employee starting work. Appreciating the need for a thorough safe recruitment process will mean that we will allow enough time for all the stages of the process and some contingency time, may also be necessary. A Recruitment and Selection Checklist is included in the appendices (APPENDIX M), which will assist with planning the whole recruitment process.

## **2. JOB DESCRIPTION AND PERSON SPECIFICATIONS**

2.1 At the start of the recruitment process it is important to define what the post holder's responsibilities towards children will be, as well as the qualifications and experience needed to perform the job, with particular attention to their work with such vulnerable groups. To confirm the School's commitment to safer recruitment, it is advisable to ensure that this statement of intent be included on all person specifications.

2.1.1 Churchdown School as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the School on its behalf.

2.2 When a post requires a CRB Disclosure, this must be reflected in the job description and person specification relating to that post. It is envisaged that due to the nature of work in schools and contact with children that all posts will require an enhanced CRB Disclosure.

### **2.2.1 As advised all job descriptions must detail:**

- Main duties and responsibilities of the post;
- The postholder's specific responsibility towards the promotion and the practice of safeguarding the welfare of children that they come in to contact with through their job. The nature of the responsibility will be reflected in the person's job title and their environment.

### **2.2.2 As advised all person specifications must detail:**

- Qualifications required to do the job;
- Professional Registrations (if required);
- Enhanced CRB Disclosure required;
- Define the skills and competencies required;

- Explore issues relating to the safeguarding of children, such as:
  - Motivation to work with children;
  - Ability to form and maintain appropriate relationships and personal boundaries with children;
  - Emotional resilience in working with challenging behaviour;
  - Attitudes to use of authority and maintaining discipline.

2.2.3 As any other requirement on the person specification, it must state how these issues will be tested – E.g. application form, interview, or assessment day.

2.2.4 All of the points on the person specification should be evidenced either in a candidate’s application form or through the interview and selection process.

2.3 Examples of job descriptions and person specifications are in the appendices (APPENDIX I & J) which can be adapted to meet the school’s requirements.

### **3. THE ADVERT**

3.1 The advert for a vacancy should demonstrate the School’s commitment to safer recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. Promoting commitment to safeguarding and child protection can act as a deterrent to would-be abusers.

#### **3.2 When placing an advert, we will ensure the following statements are on the advert:**

- Churchdown School
  - Post Title
  - Hours (this should indicate if full or part-time)
  - Grade or Scale
  - Salary
  - Permanent or Fixed Term (if Fixed Term the duration of the contract should be stated)
- ADVERT TEXT (which should include some reference to the post holder’s responsibilities towards safeguarding children)

- The successful applicant will be required to apply for an enhanced disclosure from the Criminal Records Bureau. Further details can be found at [www.crb.org.uk](http://www.crb.org.uk)
- Closing Date:
- Churchdown School as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority.

### **4. APPLICATION PACKS**

4.1 The importance of safeguarding and protecting children in schools should be promoted as much as possible throughout the recruitment process in order to deter unsuitable candidates.

#### 4.2 It is strongly advised to include the following in a school's application pack:

- Application Form
- (highly recommended over CVs, as CVs will only show what the candidate wants you to see and will not provide consistent data between candidates)
- Job Description
- Person Specification
- School's Prospectus
- School's Child Protection or Welfare Policy
- CRB – A Guide for Applicants
- Recruitment of Ex-offenders Policy
- Rehabilitation of Offenders Disclosure Form

### 5. INTERVIEW PROCESS

5.1 The interviewing process should allow time for any discrepancy in a candidate's application or references to be scrutinised and clarified. With this in mind all candidates should have their qualifications verified, employment gaps explained, criminal record disclosed, reference issues and their attitude towards children discussed at interview. This means that when a candidate is successful, any issues surrounding their application and references have been fully explored before they are offered the post. Every interview should be carried out on a face-to-face basis (see *Safe Recruitment and Vetting Policy* paragraph 11).

#### 5.2 References

These should be requested prior to interview and ideally received back prior to interview. One of the referees **must** be the candidate's current or previous employer. Open references should not be accepted if they have 'To whom it may concern' on, no date evidenced or no obvious organisation authorisation, these may have been forged, or may have valuable information missing if it is out of date. It is best practice to ask a referee to complete a reference pro-forma, which ensures that certain questions are asked of all your candidates. This avoids references, which may have been written as part of a compromise agreement and would not state any adverse qualities or incidents involving the candidate.<sup>1</sup>

Reference Pro-formas should ask about the candidate's relationship with children in their current or previous role and if they have ever been involved in any disciplinary action concerning children.<sup>2</sup> An example *Reference Pro-forma* is shown in the appendices (APPENDIX E) which can be adapted to meet the school's requirements.

When references are received prior to interview it enables the interviewing panel to follow up any discrepancies or issues at interview and to make a decision with reference to all the facts available at the time. Obviously this relies entirely on the speed referees return them, this may not always allow for them to be seen prior to interview, but it should be aimed for as best practice as it complies with Bichard recommendations.

#### 5.3 Employment Gaps

At interview, gaps in employment history **must** be discussed with the candidate. If there are gaps in their history, the candidate should fill in the *Employment Gap Pro-forma* declaring the reasons for their break from work. This should then be signed by the candidate. Valid reasons for gaps in employment may be: the candidate did not need to work, travelling, bringing up a family, caring responsibilities, family

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<sup>1</sup> DfES *Safeguarding Children and Safer Recruitment in Education* - pg 29 2006

<sup>2</sup> DfES *Safeguarding Children and Safer Recruitment in Education* - pg 27 2006

bereavement or a period of sickness. As there could be more sinister reasons for an absence, it is important to ensure that the candidate is able to give as much detail as possible, in order for the panel to make an informed decision, and are in receipt of all relevant information.

It is strongly advisable to discuss patterns of repeated change in career or employers at interview, ensuring that the reasons for this are fully explored and satisfy the interview panel (see *Safe Recruitment and Vetting Policy* paragraph 11.).

#### **5.4 Qualification Verification**

At interview essential qualifications required for the post including those set by statute must be verified as a minimum, other qualifications stated on the application form may also need to be verified (see *Safe Recruitment and Vetting Policy* paragraph 11).

A photocopy of all the original qualification certificates should be taken and if the candidate is successful these should be placed on their personal file and recorded on the Central Record. If the candidate is unsuccessful, these should be destroyed.

#### **5.5 Rehabilitation of Offenders Disclosure**

Posts within schools are exempt from the Rehabilitation of Offenders Act 1974. This means as a prospective employer, we should encourage our shortlisted candidates to disclose any *unspent* and *spent* convictions during the application stage.

When applying for the post, candidates should fill out the *Rehabilitation of Offenders Disclosure Form* (APPENDIX D) and return it with their application form. If they have not sent it in with their application, it would be advisable to ask the candidates attending the interview if they have any previous convictions either *spent* or *unspent*. This gives the candidate a chance to discuss the circumstances surrounding any previous convictions they may have at interview.

Any convictions disclosed should not be given to the Shortlisting panel prior to shortlisting. Once the panel have made a shortlist and invited them for interview, they should then be made aware of any candidate's criminal disclosure. Disclosing a criminal background should not be used as a reason to not shortlist a candidate. Having a criminal conviction will not necessarily bar a person from working with children and should not be used to discount applications.

If they are successful they will be required to complete a CRB Disclosure application form. Once the Enhanced CRB Disclosure Certificate is returned, any conviction information will need to match up with the candidate's original disclosure to the interview panel. This information will not be kept if the candidate is not successful and should be destroyed.

#### **5.6 Commitment to Safeguarding Children**

A Person specification allows the school to explore a potential candidate's views and expectations in relation to working with children (see *Safe Recruitment and Vetting Policy* paragraph 11). The recruiting panel should seek to identify the candidate's experience or views on the following points:

- Motivation to work with children;
- Ability to form and maintain appropriate relationships and personal boundaries with children;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.

Providing questions that ask candidates to draw on their experience of situations with children will give a good impression of the candidate's understanding of the points above. It will enable the panel to probe issues that the candidate may not discuss, allowing the panel to be aware of issues or lack of knowledge that a candidate may have or refuses to discuss their motivation to work within a school environment or with children. Some suggested competency interview questions are included in the appendices (APPENDIX L) that may give an interview panel a point of reference for developing their own questions.

## **6. PRE-EMPLOYMENT CHECKS**

### **6.1 In summary any offer of employment to any post in a school should be subject to the following (see *Safe Recruitment and Vetting Policy* paragraph 13):**

#### **6.1.1 References**

The School should request and have returned two references for every potential employee, one of these references **must** be from their current or most recent employer. As the post requires working in an environment with children, it is important to have a reference, if available, from an employer or voluntary agency demonstrating the candidate's previous work experience, paid or unpaid, of working with children. This may mean another reference will need to be requested. Please see the template *Reference Pro-forma*

#### **6.1.2 Verification of Candidate's Identity**

It is vital that the school knows who their employees are and have evidence to prove this. The *Identity Confirmation Sheet* filled in during the CRB process will suffice and this must be carried out in a face-to-face interview i.e. not via the post. The ID check can then go on to their personal file and logged on the School's Central Record.

#### **6.1.3 List 99 Check**

This is a list of people barred from working with children, compiled by the DfES. This check is done as part of the CRB Application Process and can also be accessed separately on the teacher's pension's website by the Children's Services staffing team. A List 99 check can be undertaken within 24 hours if necessary by the staffing team.

#### **6.1.4 Enhanced CRB Disclosure**

This shows a school previous convictions held on file for a potential employee. Having a conviction will not necessarily bar someone from working in a job with children or vulnerable adults. The severity, nature, circumstances and timing of the conviction will need to be taken into consideration. Candidates will need to be given the opportunity at the application stage to declare any *unspent* or *spent* convictions they may have, any declaration they make will be compared with the returned criminal record disclosure. The procedure for assessing CRB Disclosure positive trace returns is detailed in the policy (see *Safe Recruitment and Vetting Policy* paragraph 22 and appendix 2 and 3).

#### **6.1.5 Medical Clearance**

A potential employee must complete a medical questionnaire, which may then be assessed by our Occupational Health provider. Depending on the answers given by the candidate, Occupational Health may request an appointment to confirm fitness. A potential employee is confirmed as medically cleared once a letter has been received from Occupational Health declaring them fit for their proposed post.

#### **6.1.6 Verification of Qualifications**

Any essential qualifications legally required to perform a particular job, such as QTS, as stated in the person specification, need to be evidenced by the potential employee. A copy of original certificates

should be taken and placed on their personal file and logged on the Central Record. This should ideally be confirmed at the interview stage.

#### **6.1.7 Verification of Professional Registration**

Some posts require a professional registration with a regulatory body, such as the General Teaching Council etc. This again needs to be evidenced and placed on file, if the person specification states it as an essential prerequisite. The staffing team will check a teacher's status on the GTC website when a new starter form is received.

#### **6.1.8 Right to Work in the UK**

It is a legal obligation that every employer in the UK verifies whether a potential employee has the right to work in the UK. This can be easily confirmed by filling in the Council's *Asylum & Immigration Pro-forma* and photocopying evidence to support their right to work in the UK, which can then go on their personal file and logged on the Central Record.

#### **6.1.9 Employment History**

When checking an application form it is important to note any gaps in employment or noticeable patterns when the candidate changed their employment. At interview any gaps will need to be discussed and satisfactory explanations given and recorded on an *Employment Gap Pro-forma*. This should ideally be confirmed at the interview stage.

#### **6.1.10 Overseas Criminal Record Disclosure**

If the potential employee has lived abroad for a period of time or who comes from another country prior to working in the UK, then a UK CRB Disclosure will not give a full picture in respect of any criminal record they may have (see Policy paragraph 11). In these cases an overseas Criminal Record Disclosure will need to be applied for as well as a UK CRB Disclosure and details for each countries' equivalent Bureau are available on the CRB website [www.crb.gov.uk/default.aspx?page=2243](http://www.crb.gov.uk/default.aspx?page=2243) There is more detail about this later on in this guidance.

6.2 These checks should be made clear to candidates at interview. Any offer of employment should be a conditional offer subject to satisfactory clearances being received and checked by the school. When a decision has been made and a successful candidate notified they should be encouraged to contact the staffing team as soon as possible to start their pre-employment checks.

**6.2.1 Only when all of these checks are completed and returned should an offer of employment be confirmed. Please do not offer a candidate an unconditional offer at any point. If the Headteacher requires the candidate to start prior to all of these checks, then they must fill out the Risk Assessment sheet provided in the Policy, but only in exceptional cases and this must not be considered the norm (see *Safe Recruitment and Vetting Policy* paragraph 14).**

6.3 Once these checks have been completed, evidence should be copied and placed on file along with a completed *Pre-employment Checklist* (APPENDIX K) detailing the level of checks that have been undertaken.

### **7. CRIMINAL RECORD BUREAU RENEWALS OR RE-CHECKS**

7.1 CRB Disclosures are only a record or a snapshot of the day they were issued. Since a Disclosure was issued staff may have new convictions or warnings that they may or may not have made the school aware of. It is the schools policy that every member of staff may have their CRB Disclosure renewed every three years (see *Safe Recruitment and Vetting Policy* paragraph 20), except Supply Teachers – please see below.

- 7.2 The process of renewal or re-checking a person's CRB Disclosure is exactly the same as when applying for an original. There is no fast track. A new *Identity Confirmation Sheet (Appendix c)* should be filled in, mainly to register any changes in address or name and then a new CRB application form should be issued. Please mark on the Application form that the application is a re-check, this will aid the staffing team with logging the application.
- 7.3 The School can track the status of a CRB Application with the CRB online. To do this, we will need the Form Reference number which starts in F and the applicant's date of birth. To log on to this service follow this link [www.crb.gov.uk/tracking](http://www.crb.gov.uk/tracking)
- 7.4 The requirement for a renewal for a CRB Disclosure also applies to all volunteers working in schools. The process is the same for all staff. It also applies to supply staff, but the renewal period is shorter.
- 7.5 For instances when a candidate's CRB Disclosure is returned with a Positive Trace, the Policy details the process for assessing information recorded on the Disclosure, producing a risk assessment based on the candidate's post and then making an informed recruitment decision (see policy paragraph 22).

## **8. SUPPLY TEACHERS (employed by the School)**

- 8.1 Supply Teachers should be recruited and treated in the same way as any other member of staff in a school.
- 8.2 Recruiting Supply Teachers should be managed in the same way as any other staff in schools, if directly employed by the school. This means that they should also have all the appropriate pre-employment checks carried out before their employment is confirmed.
- 8.3 If the Supply Teacher is mobile and does not work predominately at any one particular school, the school should request evidence of ID before that person starts work at the school.
- 8.4 Supply Teachers should have their CRB Disclosure re-checked every 12 months. This is due to the casual and ad-hoc nature of their work, which may mean they do not actively work for the school for a few months at a time. If a Supply Teacher is predominately based at one school, it is recommended that the school organises and fund the re-check. If the Supply Teacher is mobile and only works for a few days or weeks at a time, the teacher should organise their re-check through Children's Services staffing team and fund it themselves.

## **9. PERIPATETIC TUTORS & AGENCY STAFF (including Agency Supply Teachers)**

- 9.1 As with outside contracted staff, providing services such as music tuition, specialist sports coaching, supply teaching or specific courses that requires staff to work on school premises whilst children are in school, it is important that the school have evidence of the necessary checks in relation to these staff.
- 9.2 In a school environment it is essential to carry out or have evidence of the same standard of checks for all staff working in schools and the extended provision even if they are not employed directly by the school. It is the Headteachers and Governors responsibility to ensure that these checks are being carried out. With this in mind, all outside providers should be requested to provide evidence of the same pre-employment checks that the school would complete if they were directly employing the staff themselves. This should be given in writing and in advance of the provider starting work at the school and should be agreed as part of any contract between the school and provider. **Schools have the right to view the original copy of the**

**Disclosure from the agency if it contains additional information. Evidence of checks from external providers should be recorded on the Central Record.**

- 9.3 If evidence is not provided then the school will not allow the peripatetic tutors or agency staff to have unsupervised access to children. If on an exceptional basis a risk assessment can be undertaken (see Policy paragraph 13 and appendix 1) but this **must not** be considered the norm.
- 9.4 The schools only use agencies who have been awarded the Quality Mark by the DfES. This mark is only given to agencies who demonstrate robust recruitment and selection procedures ensuring that their employees are CRB cleared, have a full face-to-face interview and all the appropriate pre-employment checks and child protection inductions are carried out. For more information on the Quality Mark please go to <http://www.teachernet.gov.uk/supplyteachers/schoolsdetail.cfm?&id=3>
- 9.5 As with any external provider coming on to a school's premises the school should verify their identity, the provider should be asked to show documents such as a passport or driver's licence along with company ID. The school should be given the names of expected guests or outside providers in advance of their arrival on site. The school should be very clear that the named individual is who they say they are.

**10. HOST FAMILIES INVOLVED IN EXCHANGE VISITS**

- 10.1 Host families will have unsupervised contact with children under the age of 18. With this in mind a List 99 check and CRB Enhanced Clearance should be applied for and received prior to the exchange student being placed in their care for all members of the family who are over the age of 18.
- 10.2 In preparation of a forthcoming Exchange Trip where the exchange pupils will be staying with families of Churchdown Students, the following steps should be taken:
1. Outline members of host family groups who are over the age of 18.
  2. These people should have CRB application forms issued by the School hosting the visit as soon as possible and allowing it to be passed to Personnel when complete at least eight weeks before the proposed trip.
  3. The school must liaise with these adults to collate completed CRB applications.
  4. ID checks need to be witnessed by staff in the school (perhaps an evening for prospective host families to attend and bring their ID documents?).
  5. All the CRB applications and ID checks must be completed at **least eight weeks** prior to the exchange visit. This is in order to have all the CRB checks returned to the Headteacher before the exchange takes place.

All CRBs can be marked as '*Volunteers*', this will not carry any cost to the school keeping the financial implications of the exercise down to a minimum.

All applications must be completed and returned to personnel with the attached *Safe Recruitment Checklist for Host Families* (APPENDIX H) for each prospective host parent.

6. At this time Personnel can immediately carry out List 99 checks on all the adults outlined and give any results back to the Headteacher straight away.

7. CRB Disclosures are returned by the bureau and any traces discussed with the Headteacher.

## **11. CONTRACTORS**

**11.1** Contractors may have unsupervised contact with children. With this in mind a List 99 check may be completed before a Contractor can start work in the school. A CRB Enhanced Disclosure may be required under certain conditions. Ideally contractors should try and work outside of opening hours, if this is not practicable then the following guidelines should be considered.

### **11.2 Building Contractors**

Children should not be allowed in areas where builders are working for Health and Safety reasons, so there should be little opportunity for workers to be unsupervised with children. It is difficult to say that there will not be times when contact with a child occurs. To accommodate for this all projects with contractors who may come into contact with children on site during opening hours in the school should undergo a CRB Enhanced Disclosure. This clearance should be stated in any contract struck and/or tendered between the school and paid for by the agreed contracted company.

### **11.3 Maintenance Contractors**

In cases where a school employee is contracted out to an establishment caring for children, they are most likely to be working unsupervised during their visits. The Directorate where the maintenance employees are based should provide the school / establishment with a CRB Disclosure and List 99 clearance, or written evidence, signed to prove that the appropriate checks have been carried out (CRB Disclosure, List 99 and ID verification).

### **11.4 Contracted Staff (Agency staff)**

The School must make sure that any agency they use follows the same standard of safe recruitment checks as the School. This should be evidenced in writing by the agency. The Headteacher should ensure that the recruitment checks have been completed prior to their start day in the same way as they would our own staff. Safe recruitment checks must be part of the contract agreement between the school and the Agency.

### **11.5 Emergency Call-Out Contractors (not previously checked by the school)**

Contractors that are called out in an emergency may not be a contractor that is checked and known to the school prior to the 'call-out'. It is not necessary to obtain a CRB Disclosure for such staff, as they will only have contact with children on an ad hoc or irregular basis and are unlikely to be left unsupervised with children. It is best practice to monitor these staff in the building by getting them to sign in or out in a visitor log and to have them escorted by a CRB cleared member of staff at all times.

**11.6** Any contractor, maintenance worker or agency staff coming on to a school's premises should verify their identity, providing documents such as a passport or driver's licence along with company ID. The school should be very clear that the named individual is who they say they are.

## **12. VOLUNTEERS**

**12.1** Volunteers in schools often have the same unsupervised access to children as employees. A child will not consider a distinction between a volunteer and a member of staff, when seeking help or support. This means that volunteers should have certain checks completed as they are in a position of trust.

- 12.2 As with any new staff member an Identity check and a CRB Disclosure should be carried out prior to the volunteer starting their duties within the school. It is also important to request and receive two references on behalf of the volunteer. These checks must be carried out for all volunteers and not just for those unknown to the school. CRB Disclosures should be re-checked as with other staff every three years.
- 12.3 If a Volunteer becomes a paid employee, then their right to work in the UK should be assessed. It is advised to apply for a new Enhanced CRB Disclosure as well to reflect their change to an employee. If assisting on a one-off school trip, a volunteer does not require a CRB Disclosure, but should be supervised at all times.

### **13. GOVERNORS**

- 13.1 School Governors are also subject to an Enhanced CRB Disclosure.
- 13.2 This guidance is taken from the DfES and Governornet.co.uk.
- 13.3 Governors who serve on a few governing bodies within the local authority will only require one Enhanced CRB Disclosure (if applicable) for all of the schools they work with. This will need to be re-applied for after three years, in line with the renewal policy. If a member of staff from the school serves as a Governor at another school and they have a current Enhanced CRB Disclosure they do not require a new CRB for their role as a Governor. However Governors must be prepared to show each school a copy of their CRB at their first meeting.

### **14. FOREIGN LANGUAGE ASSISTANTS**

- 14.1 Foreign Language Assistants working in the UK will need to provide a police clearance certificate prior to taking up their posts.
- 14.2 Dossiers from Italy, Belgium, Canada, Senegal, Switzerland, Russia, Japan and all Latin American countries automatically include the police clearance certificate. Assistants from Austria, France, Germany and Spain must be reminded to provide the document prior to taking up their post.<sup>3</sup> It is the School's responsibility to ensure that this document is provided. It should not be more than six months old when the Assistant produces it.
- 14.3 For more information please go to [www.languageassistant.co.uk](http://www.languageassistant.co.uk)

### **15. WORK EXPERIENCE AND PLACEMENTS**

- 15.1 Students completing a one or two-week placement will not necessarily require the same checks that a Teacher training or PGCE student would require. However, there needs to be consideration when our students are placed into in the wider world and the employees supervising the students during this period.
- 15.2 **Secondary or College Students placed in a School, College or Nursery**  
These students will be supervised at all times during their placement and will not need an Enhanced CRB Disclosure. The school organizing the placement should ensure that the pupil is suitable for the placement

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<sup>3</sup> Foreign Language Assistants – Notes for schools, colleges and language assistants in England & Wales 2006-07 – pg 6

environment<sup>4</sup>. Once again an ID check should be carried out to establish that the student who has arrived for the placement is who they say they are.

### 15.3 **Teacher or Teaching Assistant Training Students**

The Schools, Universities or FE Colleges should provide evidence in writing to the school in which they are placed (in the same way as a Supply Agency would do) that they have carried out all the same checks that the schools would have done if they were their own staff (including CRB Disclosure, Identity check etc)

### 15.4 **Secondary Students placed in environments other than schools**

It is important to make businesses or organizations who take on secondary students for work experience of their vulnerability during such placements. It is impossible to CRB clear all staff who work with such pupils, but awareness of the potential risks needs to be assessed.

- 15.4.1 It is advisable to make pupils being placed aware of the risks. A quick briefing or leaflet explaining what to do if they feel uncomfortable in someone else's company and who they can talk to about it, giving the school's contact details should be sufficient. These concerns may be obvious to teachers, but pupils may need to be made aware of professional boundaries and what is considered appropriate e.g. accepting a lift home, giving away personal email addresses.

## 16. **CENTRAL RECORD**

### 16.1 **The DfES require all schools and Local Education Authorities to keep a Central Record of all staff that provides confirmation that relevant checks have been taken such as:**

- **Verification of Identity** (Name / D.O.B / Address)
- **Qualifications** (Qualifications required to do the job and any professional registrations required)
- **List 99**
- **CRB Disclosure**
- **Right to work in the UK** (Asylum & Immigration Check)
- **Overseas Criminal Record Checks** (applicable for any employee who has spent a period of time abroad)

- 16.2 This record must be complete for all staff in the school and will be assessed by Ofsted and HMI Inspectors. It is vital that the school takes remedial action to identify and fill any gaps and update it with new information and staff regularly and as soon as possible (see *Safe Recruitment and Vetting Policy* paragraph 25).

- 16.3 The following gives information on how to fill in those gaps. The staffing team can carry out List 99 checks via Teachers Pensions online registration, name, maiden name and date of birth are required to do this.

#### 16.3.1 **Identity Check**

If the school does not have any evidence of an identity check having been carried out, a nominated person (currently the Headteachers PA) in the school will complete the *Identity Confirmation Sheet* (Appendix c). It asks an employee or volunteer to bring in documents that support their identity. There are a variety of options, but one document **must** evidence their current address (**please write on the form the address that has been evidenced**). The form identifies the different groups of documents. Once the documents have been seen the form must be signed and a copy of the original documents taken (bank statements or bills should not be photocopied as they are confidential). This should be recorded on their personal file

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<sup>4</sup> DfES *Safeguarding Children and Safer Recruitment in Education* – pg 41 2006

and logged on the Central Record. It is vital that the school knows who their employees are and have evidence to prove they have made the necessary checks. This confirmation sheet is also used in the CRB application process.

### 16.3.2 Right to work in the UK

The *Asylum & Immigration Pro-Forma* (Appendix d) works in much the same way as the *Identity Confirmation Sheet*. **Every** employee is required to prove their eligibility to work in the UK. The sheet requests certain identity documents to prove this. Once these documents have been seen, the form must be signed and a copy of the original documents taken and placed on their personal file and logged on the Central Record. The ideal document for this is a current UK Passport (this can also be used for the Identity Check).

### 16.3.3 Qualifications (if required)

Qualifications must be evidenced **if** stated on a person's job specification as essential. If a particular qualification is not needed, then the school does not have to have evidence of it. Some staff may still want to bring in their qualifications. As with the other checks, a copy of the original certificate should be taken. This should then be signed and dated to prove we have seen the original. Some jobs have clear pre-requisites such as a Cert-ed, PGCE, NVQ, HLTA, Financial and other professional qualifications; these must be evidenced on their personal file and logged on the Central Record.

### 16.3.4 Professional Registration (if required)

Some posts require a professional registration with a regulatory body, such as the General Teaching Council (GTC) etc. This again needs to be evidenced and placed on file, if the person specification states it as an essential prerequisite. As with the other checks, a copy of the original certificate should be signed and dated to prove we have seen the original (if required) and logged onto the Central Record.

### 16.3.5 Overseas Criminal Records Disclosure

If a member of staff in our school has lived abroad for a period of time or who comes from another country prior to working in the UK, then a UK CRB Disclosure will not give a full picture in respect of any criminal record they may have. In these cases an overseas Criminal Record Disclosure will need to be applied for as well as a UK CRB Disclosure. It is advisable to discuss with staff to find out if anyone will be eligible for an overseas CRB Disclosure. New staff will have this considered during their pre-employment checks. Currently the process for applying for an overseas Criminal Record changes with each country, there are also issues over translation as well. At the present time, a note needs to be made on the Central Record if someone would require an overseas Criminal Records check and from which country. This will assist the school once a robust procedure for this has been agreed.

16.4 There is an example below of the Central Record template which should be the minimum recorded by the school. It is recommended that the school records the CRB Disclosure number as well.

### Central Record Template

Identity				Qualifications		List 99	CRB	Right to work in the UK	Overseas criminal records check
Name	Address	Date of Birth	Evidenced & Date	Qualifications required: Yes/No	Qualifications evidenced & date	Check evidenced & date	Check evidenced & date	Check evidenced & date	Checks required Yes/No

16.5 The School places great importance on the need for accurate and up-to-date records. If a check has been carried out, but there is no evidence recorded, then a further check will be carried out again and evidence recorded on the Central Record.

16.6 All Staff who are employed directly by the school will be on the Central Record.

## **17. BICHARD ONLINE TRAINING**

17.1 The National College of School Leadership (NCSL) have produced training for Schools and Local Authorities on the process of Safer Recruitment. This has been essential training for Headteachers in all schools and also for a nominated Governor or other appropriate staff member. Seven Members of Staff at Churchdown have been trained.

## **18. OVERSEAS CRIMINAL RECORD CHECKS**

18.1 As mentioned before in this guidance, candidates or volunteers who have lived abroad at any time or who have come from another country will not have all of their potential criminal record shown through an UK Enhanced CRB Disclosure. There are only limited records from other countries accessible by the UK CRB.

18.2 The Local Authority's policy team are looking to research the process for various countries Criminal Record applications and produce guidance to assist establishments in applying for such checks. Issues such as cost, application procedure, turnaround and translation need to be addressed. The School should be aware that they need to ask current staff if they have ever lived abroad to see if they qualify for an overseas Criminal Record Disclosure. If the answer is 'yes' this should be recorded for reference on the Central Record. Once a clear procedure has been established for processing such applications, the school will be made aware and those marked on the Central Record will have their overseas Criminal Record requested.

18.3 For more information on the provisions available overseas for Criminal Record Disclosures, please follow this link [www.crb.gov.uk/default.aspx?page=2243](http://www.crb.gov.uk/default.aspx?page=2243)

## **19. WEBSITE LINKS**

Listed below are useful websites on safer recruitment or child protection:

- **National College for School Leadership** (home of Bichard Online Training)
- [www.ncsl.org.uk/saferrecruitment](http://www.ncsl.org.uk/saferrecruitment)
- **Safeguarding Children and Safer Recruitment in Education 2006** (DfES Guidance which came into force January 2007, guidance from this publication has been used in this pack) Copies can be downloaded or ordered from this link: [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications)
- **Every Child Matters:** [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)
- **DfES:** [www.teachernet.gov.uk/childprotection](http://www.teachernet.gov.uk/childprotection)
- **Chartered Institute of Personnel and Development:** [www.cipd.co.uk](http://www.cipd.co.uk)
- **General Teaching Council:** [www.gtce.org.uk](http://www.gtce.org.uk)
- **The Office for Standards in Education (Ofsted):** [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- **Criminal Records Bureau (CRB):** [www.crb.gov.uk](http://www.crb.gov.uk) or [www.disclosure.gov.uk](http://www.disclosure.gov.uk)
- **CRB Tracking Service:** [www.crb.gov.uk/tracking](http://www.crb.gov.uk/tracking)
- **School Governors Website** (type pre-appointment into search bar)  
[www.governornet.co.uk](http://www.governornet.co.uk) <http://www.dfes.gov.uk/governor/index.cfm>
- **Bichard Inquiry:** [www.bichardinquiry.org.uk](http://www.bichardinquiry.org.uk)
- **Foreign Language Assistants:** [www.languageassistant.co.uk](http://www.languageassistant.co.uk)