

## Safeguarding Children & Young People in Recruitment, Selection and Assessment

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<b>Date of last review:</b>	Spring 2020	<b>Date of next review:</b>	July 2023
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### Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented

<b>Signed</b>		<b>Designation</b>	Chair of Governors
<b>Name</b>	Janet Hall	<b>Date</b>	April 2020

## **1. Introduction**

- 1.1 Royal School for the Deaf Derby is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and actively promote this commitment. This policy has been recently updated to demonstrate best practice with an eye to exceeding the national minimum standards for residential special schools and to reflect changes to the legislative context which frame safeguarding.
- 1.2 This policy should be read in conjunction other policies listed at point 14 of this document which also details other useful sources of information.

## **2 Aims**

- 2.1 To ensure that the School's recruitment, selection and assessment processes deter, reject and help identify people who might abuse children and young people or are otherwise unsuitable to work with children and young people.
- 2.2 To ensure all those employed and those that have substantial access to children and young people at Royal School for the Deaf Derby are suitable individuals to work with children and young people
- 2.3 To ensure all those employed at Royal School for the Deaf Derby are the best qualified and experienced to work with children and young people
- 2.4 To ensure all those employed at Royal School for the Deaf Derby share the School's ethos, values, ways of working and aspirations for its pupils and the communities it serves
- 2.5 To meet the requirements of the safeguarding agenda and legislative framework to protect children and young people and employers within the establishment
- 2.6 To meet government recommendations for appropriate training especially for safe staff recruitment, selection and assessment
- 2.7 To ensure all employees understand the requirements within safeguarding and their role
- 2.8 To seek to secure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse
- 2.9 To use the full range of options and exploit the discretion given to carry out pre-employment safeguarding checks

## **3. Recruitment**

- 3.1 Recruitment is the process of gathering a suitable group of candidates from which to select and assess. Once the need for an appointment has been identified and approved the school will proceed to advertise internally, locally and nationally as appropriate. The School will not rely upon recommendations from existing employees nor word of mouth to recruit for roles.

## **4 Advertisements**

- 4.1 At this stage the School needs to deter unsuitable candidates. Advertisements will carry information about the school and the role together with a statement emphasising the School's commitment to safeguarding as below:  
*Royal School for the Deaf Derby is committed to safeguarding children and vulnerable groups. All appointments are subject to an enhanced criminal record check through the Disclosure and Barring Service. All roles at the School are Regulated Activities as set out in the Safeguarding Vulnerable Groups Act 2006 (as amended). It is a criminal offence for an individual who has been disqualified under this Act to apply for, or be appointed to, this role.*

## 5 Application Packs

- 5.1 Applicants who request further details will be sent an application pack containing all the documents needed to ensure safeguarding in selection and assessment continues to both deter unsuitable applicants and identifies and rejects candidates unsuitable to work with children and young people.
- 5.2 **Instructions to applicants which includes:** A statement about the School's commitment to safeguarding children and vulnerable groups; a statement that all parts of the application form must be completed in full; a statement saying that curriculum vitae alone will not be accepted as application for any roles; a note that all roles at the School are exempt from the Rehabilitation of Offenders Act 1974 (as amended) and applicants must declare all convictions and cautions whether they are spent or not
- 5.3 **Application forms:** ask for all the Information needed to correctly identify a person's name (including any other names known by) and current address; ask for details about qualifications including the provider, awarding body and date of the award; have been devised to collate a full employment history in chronological order including any periods of post-secondary education or training, part time and voluntary roles as well as full time employment together with the start and finish dates described as dd/mm/yyyy format; request details of two referees one of which must be the applicant's current or most recent employer; is devised to gain continuous employment histories and all roles, paid or voluntary, linked to working with children and other vulnerable groups and reveals any gaps in employment history.
- 5.4 **A Declaration of Checks Form:** To gather details of their past criminal record, any outstanding cases, disqualifications etc. with the application which will be separated by the Human Resources Manager; makes clear that all cautions and convictions should be declared whether they are spent or not; outlines the School's procedure of employing people with a criminal record with regard to the Rehabilitation of Offenders Act 1974 (as amended)<sup>1</sup>: clearly states that failure to declare details of a criminal record may result in withdrawal of any offer of employment. The declaration also includes further information about disqualification under the Childcare Act 2006 in line with statutory guidance issued by the DfE (2015) and requires candidates to disclose relevant offences.
- 5.5 **Role Specifications which:** make reference to the responsibility for safeguarding, and promoting the welfare of children; detail a comprehensive lists of skills, attitudes and behaviours needed to work with children and young people; include details a person specification which includes reference to the importance of knowledge, commitment and continuing professional development relating to safeguarding

## 6 Shortlisting

- 6.1 The shortlisting panel will include a minimum of one person who has undertaken appropriate training in safeguarding in line with, Keeping Children Safe in Education. Statutory Guidance and the Human Resource Manager and where appropriate, the immediate manager involved in the appointment and the Headteacher.
- 6.2 All application forms will be scrutinised for discrepancies and gaps in employment history noted for further exploration. Any anomalies or discrepancies can influence the selection of the particular candidate and in any event, will be fully explored and documented by the interview panel
- 6.3 Incomplete applications will be rejected
- 6.4 As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career move or salary progression should also be explored

## 7. References

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<sup>1</sup> S.139 Legal Aid, Sentencing and Rehabilitation of Offenders Act 1974

- 7.1 The school will always ask for written information about previous employment history and check that information is not contradictory or incomplete.
- 7.2 All references will always be requested directly from the referee and employers. Open references of a 'to whom it may concern' nature will not be accepted
- 7.3 Wherever possible references will be sought on all short-listed candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. In any event, no appointed person will start work without satisfactory references.
- 7.4 If a candidate for a teaching post is not currently employed as a teacher, the School will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.
- 7.5 Reference requests will be made on the School's pro forma reference request which includes a covering letter which says:
- This post provides opportunity for substantial access to vulnerable groups and you are requested to fully complete all parts of the questionnaire as fully as possible and must tell us of any reason why <candidate name> may not be a suitable person to work with vulnerable groups such as children and vulnerable adults.
  - There should be no material mis-statement or omission relevant to the suitability of the applicant.
  - In addition your attention is drawn to the fact that this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemption Order 75). The Act is not contravened therefore, if you reveal any information you may have concerning convictions incurred by the applicant, and which you would consider pertinent to the applicant's suitability for appointment. Any such information will be treated in the strictest confidentiality
  - Aspects of the information you provide may be discussed with the applicant and a copy placed on their personal file. Please note, all Royal School for the Deaf Derby employees are welcome to look through their personal files.
  - This post is a Regulated Activity as defined by the Safeguarding Vulnerable Groups Act 2006 (as amended). If you are aware this person has been disqualified from working in a Regulated Activity you must notify us immediately.
  - Where applicable, that the role falls under the Childcare Disqualification under the Childcare Regulations 2009 and you must tell us if this person has been disqualified in person or by association under the Childcare Act 2006
- 7.6 The content of the reference questionnaire will ask:
- for the referee's relationship with the candidate and dates of the start and finish dates of employment which must be cross referenced to the employee's employment history given on the application form which asks about the length and reason for any breaks in service which will be cross referenced to the candidate's application form.
  - about any reason why the referee may doubt the suitability of the applicant to work with vulnerable groups
  - for details about the applicant's disciplinary record and whether any disciplinary action has been taken, or contemplated, in relation to the applicant
  - whether the referee is satisfied that the person has the ability and is suitable to undertake the job and asks for specific detail about how the applicant has demonstrated that he/she meets the person specification.
  - about the frequency, length and reasons for any spells of absence to ensure that anyone appointed to a role working with children and young people is physically fit enough to undertake the role.
- 7.7 All references obtained will be:
- scrutinised and any concerns resolved satisfactorily, before an appointment is confirmed.
  - checked to ensure that all specific questions have been answered satisfactorily.
  - followed up where information is incomplete, unsatisfactory or vague the School

- will contact referees to provide further clarification.
- compared for consistency with the information provided by the candidate on their application form and any discrepancies taken up with the candidate. In particular the referee's relationship with the candidate and dates of the start and finish dates of employment which must be cross referenced to the employee's employment history given on the application form asks about the length and reason for any breaks in service which should be cross referenced to the candidate's application form.

## **8 Writing to shortlisted applicants**

Shortlisted applicants will receive confirmation of the interview from the Human Resource Manager or appropriate Senior Leadership Team member. The letter will give practical detail such as time and date but also clearly state that all applicants should:

- Arrive and sign-in at the main School reception in line with the Visitors policy
- Provide photographic evidence of their identity, ideally a current photo-card driving licence or passport
- Bring proof of any qualifications they rely upon in their application together with proof of registration with the appropriate body if they have a protected title. For example, an applicant for a teaching role must provide an original certificate confirming they have Qualified Teacher Status together with proof of their registration with the General Teaching Council. This must be verified by the Human Resources Manager or a member of the interview panel. A copy must be kept for the successful applicant's personnel file.
- The letter will stress that the applicant will be expected to undertake work sampling and that this will be supervised and observed and that children and staff will be involved. It will also say that although this is not a formalised part of the selection and assessment process the views of staff and children here are important and may influence our decision to appoint.

## **9. Verification of Identity and Qualifications**

- 9.1 When the candidate arrives the PA to the Headteacher or a member of the interview panel will verify their identity using the photo-card driving licence or passport. A copy must be kept for the successful applicant's personnel file and the panel confirm identity has been established on the interview assessment record.
- 9.2 Qualifications and registration documents will also be verified by PA to the Headteacher or a member of the interview panel. A copy must be kept for the successful applicant's personnel file and the panel confirm identity has been established on the interview assessment record.

## **10 Interview**

- 10.1 The interview panel will be made up of at least three people one of whom is appropriately trained in line with Keeping Children Safe in Education<sup>2</sup>
- 10.2 Interviewers will use the school's pro forma interview assessment score sheet to document questions and also responses
- 10.3 The interview will explore the candidate's suitability to, and motivation in, working with children together with the candidates attitude to safeguarding children
- 10.4 Gaps in employment history will be explored and documented together with any concerns or discrepancies arising from the information provided by the candidate and/or a referee
- 10.5 Questions will be based upon the competencies outlined in the job description and person specification. Open questioning and closed questioning will be used. Behavioural patterned questioning will also be used whereby the panel ask for specific examples of practice and explore responses from the candidate fully.

<sup>2</sup> Keeping Children Safe in Education

## 11 Work sampling and Observed Practice

- 11.1 All candidates will be asked to undertake work sampling for example, a teacher will be asked to plan for, prepare and deliver a brief session linked to a particular aspect of the curriculum.
- 11.2 This will be observed by a member of the Senior Leadership Team and feedback collected from children
- 11.3 In-tray exercises will also be devised for groups of applicants. These exercises will make specific reference to safeguarding children issues/scenarios and form part of the questioning at interview

## 12 Other Pre-employment Checks<sup>3</sup>

- 12.1 Every person working in a regulated activity at the School (this may include volunteers, governors and visitors to the school) an enhanced check administrated by the DBS which includes a check against both Children's Barred and Adults' Barred Lists. **This will be the case even though the person appointed may have worked in a similar setting and position without a break in service of more than 3 months.**
- 12.2 All appointments will be subject to Secretary of State Prohibition Order and other checks available through the Employer Access Online Service. Evidence of these checks will be recorded on the School's Single Record of Checks.
- 12.3 All appointments will be subject to a check to establish the person appointed has the right to work in the UK based on guidance issued by the Home Office, Code of practice on preventing illegal working.
- 12.4 Further checks for people living or working outside the UK will be carried out using guidance issued by the Home Office in relation to DBS checks and arrangements
- 12.5 For Teachers trained overseas the School will pay regard to Department of Education Guidance: guidance on the employment of overseas-trained teachers which gives information on the requirements for overseas-trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teacher
- 12.6 For applicants applying for roles at the School which fall under the Disqualification under the Childcare Act 2006 (as amended) the School will seek a disclosure of relevant offences that may lead to disqualification including disqualification by association.<sup>4</sup> Applicants who are disqualified by association will be required to apply for a waiver before an offer of employment is made; applicants who are disqualified because they have relevant cautions, convictions or are subject to relevant orders will not be offered employment.

## 13 Offers of Employment

- 13.1 All offers of employment whether they are verbal or in writing will be made subject to, if not already complete, satisfactory references and satisfactory DBS check. In addition, all offers of employment will contain a six month probationary period.
- 13.2 Offers of employment will contain the following statement:  
This post is a Regulated Activity as defined by the Safeguarding Vulnerable Groups Act 2006 (as amended). It is a criminal offence for an individual who has been disqualified under this Act to be appointed to this post. **If you have been disqualified under this Act do not accept this offer of employment.** If during your employment in this post you are subject to any action which could lead you to become a disqualified person, you must notify the Headteacher or Human Resources Manager immediately.
- 13.3 All particulars of employment will contain the following clauses:

<sup>3</sup> See Annex A

<sup>4</sup> Disqualification under the Childcare Act 2006 Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools February 2015 (DfE)

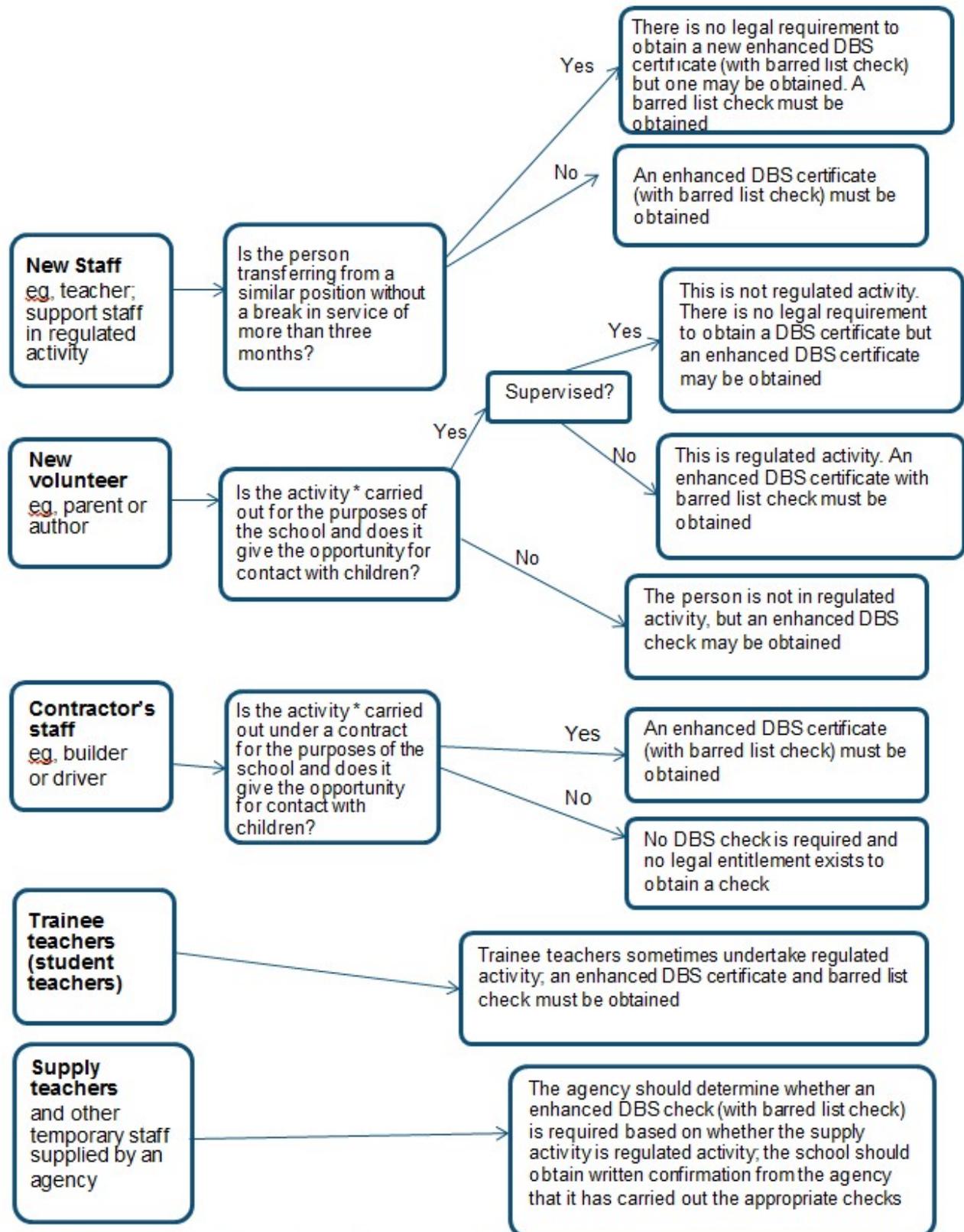
You [the employee] will fully participate in the School's programme of checks to ensure all employees are suitable to work with children and other vulnerable groups.

## 14 Overlapping Policies and Other Useful Sources of Information

- 14.1 Royal School for the Deaf Derby Safeguarding Children and Young People Policy and Procedure
- 14.2 Royal School for the Deaf Derby Safeguarding Checks for Supply Staff Policy, Procedure and Guidance
- 14.3 Royal School for the Deaf Derby Visitors Policy
- 14.4 Keeping children safe in education. Statutory guidance for schools and colleges [Available at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>]
- 14.5 Keeping children safe in education. Information for all school and college staff. [Available at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>] **All staff must read at least section 1 of this guidance.**
- 14.6 Regulated Activity in relation to Children: scope Factual note by HM Government [Available at: <http://www.dhsspsni.gov.uk/regulated-activity-children.pdf>]
- 14.7 Statutory guidance: Regulated Activity (children) - supervision of activity with children which is regulated activity when unsupervised [Available at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/280881/supervision\\_of\\_activity\\_with\\_children\\_which\\_is\\_regulated\\_activity\\_when\\_unsuper\\_vised.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/280881/supervision_of_activity_with_children_which_is_regulated_activity_when_unsuper_vised.pdf)]
- 14.8 Home Office, Code of practice on preventing illegal working. [Available at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/311668/Code\\_of\\_practice\\_on\\_preventing\\_illegal\\_working.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/311668/Code_of_practice_on_preventing_illegal_working.pdf)]
- 14.9 Home Office Guidance, Criminal records checks for overseas applicants. [Available at: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>]
- 14.10 National Minimum Standards for Residential Special Schools 2015 [Available at: <https://www.gov.uk/government/publications/residential-special-schools-national-minimum-standards>]
- 14.11 Disqualification under the Childcare Act 2006 Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools (February 2015) DfE [Available at: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>]

## Appendix 1

(Taken from Keeping Children Safe in Education Statutory Guidance)



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'