



'We can and we will'
GLEBE PRIMARY SCHOOL

SAFER RECRUITMENT AND THE RECRUITMENT OF EX-OFFENDERS POLICY

Mission Statement

At Glebe Primary School, we believe in an ethos that values the whole child. We strive to enable all children to reach their full potential academically, socially and emotionally.

Purpose

The purpose of this policy is to ensure that safe and fair recruitment practices are rigorously enforced and that the school adopts a coherent and consistent approach to recruiting and retaining staff of the highest calibre, who will help achieve the school's vision.

This is achieved by:

- Implementing robust safer recruitment practices
- Identifying and deterring or rejecting applicants who are unsuitable to work with children and young people
- Responding to concerns about the suitability of applicants during the recruitment process
Responding to concerns about the suitability of staff and volunteers once they have commenced employment
- Ensuring all new staff and volunteers participate in an induction programme which includes child protection
- Ensuring the recruitment of all staff is conducted in a fair, consistent, effective and lawful manner and in compliance with relevant legislation.

We believe that staff are our most important resource and that our pupils' learning should be managed by highly motivated and capable staff with relevant skills. The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education.

Those responsible for each stage of the recruitment process must demonstrate a professional approach by offering all applicants (whether internal or external) a fair and open competition, by complying with equalities and employment legislation and by having in mind, at all times, the concept of safeguarding and promoting the welfare of children and young people.

In line with the Department for Education (DfE) guidance, the paragraph below should be included in all advertisements, recruitment websites, candidate information packs, job descriptions and person specifications: **'The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List'**

For competency frameworks and induction training materials, the following paragraph should be included: **'The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment'**

Legislation & Guidance

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This policy refers to and is designed to give effect to the relevant provisions of the following legislation, regulations and guidance (as updated and amended from time to time):

- [The Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\)](#) Order 2013 and [2020 Education Act 2002](#)
- [Childcare Act 2006](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Immigration Asylum & Nationality Act 2006](#)
- [Education & Skills Act 2008](#)
- [Equality Act 2010](#) (promoting equal opportunities and eliminating discrimination)
- [Data Protection Act 2018.](#)
- [The School Staffing \(England\) Regulations 2009](#)
- [Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#)
- UK General Data Protection Regulation ([UK GDPR](#)).

- [DfE Staffing and Employment: Advice for Schools \(2021\) \[or latest version\]](#)
- [Part 7 of the School Teachers' Pay and Conditions Document \(Contractual Framework for Teachers\) \[prevailing version\]](#)
- [Part 3 of Keeping Children Safe in Education - Statutory Guidance \[prevailing version\]](#)
- [Safer Working Practice for those working with Children and Young People in Education Settings \(2022\) \[or latest version\]](#)
- [DBS Code of Practice.](#)

Relationship to other Policies

This policy relates to :

- the child protection policy
- equality and diversity policy
- whole school pay policy
- appraisal/performance management policy

Safer Recruitment Training Safer recruitment training was commissioned by the DfE in response to recommendation 16 of the Bichard Inquiry Report (published in June 2004).

Safer recruitment training provides valuable information on a safer school culture, and advice and guidance to strengthen safeguards against employing individuals in schools who are deemed to be a risk to children and young people. The training will help schools to ensure that they have effective recruitment and selection processes in place.

It is a statutory requirement for at least one member of a selection/interview panel to have completed the appropriate safer recruitment training prior to the start of the recruitment process. The training should cover, as a minimum, the content of Keeping Children Safe in Education guidance. Governing Boards of maintained schools may choose appropriate training and may take advice from the local safeguarding partners in doing so.

From 01 September 2014, safer recruitment training no longer needs to be approved by the Secretary of State for Education and the DfE will, therefore, no longer co-ordinate arrangements for accredited training or online training. However, the requirement for at least one member of a selection/interview panel to be appropriately trained in line with safeguarding guidance remains.

On-line safer recruitment training is available through the National College or NSPCC. Schools wishing to access this on-line training can do so on the NSPCC website. The Schools HR Co-operative also regularly runs one day Safer Recruitment and Safer Culture Workshops. On-line safer recruitment training is available through the NSPCC and National College.

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Guidelines for Implementation

Advertising

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account. Please see appendix 1 for more information about employing ex-offenders

Job Description

The job description is a list of the responsibilities and tasks to be undertaken by the post holder. It is an effective way of communicating expectations about standards to employees and to school management to help ensure effective performance in the role. The job description also assists in writing the person specification by identifying the key attributes required to do the job.

Job descriptions for support staff should be evaluated in accordance with the school's adopted job evaluation scheme. This provides protection against any future claims of equal pay and ensures fairness and consistency within the workforce.

If changes are made to an existing job description, it is recommended that the revised job description be re-evaluated to ensure that the grade properly reflects the responsibilities of the post. A job evaluation service is provided by the Schools HR Co-operative which implements the Greater London Provincial Council (GLPC) Job Evaluation Scheme. Their trained evaluators can evaluate support staff job descriptions if required.

For safeguarding purposes, in addition to the list of responsibilities and tasks to be undertaken, the job description should include the post holder's responsibility for promoting and safeguarding the welfare of children and young people who they will be responsible for or come into contact with.

Person Specification

The person specification is essential to the recruitment process as it defines the type of person being sought. It describes the essential and desirable skills, knowledge, qualifications, specific criteria and competencies required to undertake the duties as referred to in the job description and should state how these will be tested and assessed during the selection process. It must also refer to the competencies required for promoting and safeguarding the welfare of children and young people.

A badly defined person specification risks the recruitment of someone unsuitable for the post which can be costly in terms of management time and money and may not meet the commitment to safeguarding the welfare of children and young people.

The person specification will be used to:

- Inform the advertisement
- Assess applications to shortlist for interview
- Plan interview questions and identify suitable selection tests

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Identification of the need for an appointment

The staffing structure and need for certain posts will be assessed when a member of staff leaves, when the budget is under review or at other appropriate times.

Documentation

Before advertising, the Head teacher will ensure appropriate documentation is available for prospective applicants including an up-to-date job description and person specification.

Once the need for an appointment has been identified, the school will proceed to advertise internally, locally and nationally as appropriate. Advertisements will carry information about the school and post and reference to the school's policy on safeguarding children.

Potential candidates will be sent an information pack containing the following:

- An up-to-date Job description and person specification;
 - Details of how to apply and the closing dates;
 - Information about the school and whether it will be possible to make an exploratory visit prior to applying;
 - An application form;
 - Whether the job is Full-Time or Part-Time (and if part-time, the number of hours to be worked)
 - Whether the role is Permanent, Fixed-Term, Temporary, or Casual
 - If the role is Term Time Only, state the number of working weeks The salary (this should be pro-rata to the hours and weeks to be worked)
 - A short description of what the school is like to work for
 - How applicants can request details about the post
 - Where the completed application forms are to be returned if using a paper application form
 - A statement of commitment to safeguarding children and young people -see below.
 - A statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- A copy of, or link to, our child protection and safeguarding policy

The following statement: "this school and the local authority are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement" should appear in:

- Advertisements
- Publicity materials
- School website
- Candidate information pack
- Job description and person specification
- Invitation to interview

Applications and Shortlisting

An appointment team will be established at this stage which will usually consist of:

- The headteacher or other senior member of staff;
- Other relevant staff eg. SENCO, the line manager where this is not either of the above;
- One or more governors where practical;
- Local authority guidance sets out in more detail how the selection process applies to Deputy and Headteachers.

Governing boards of maintained schools must make sure that at least 1 person on the panel conducting an interview has undertaken safer recruitment training. This is set out on page 51 of Keeping Children Safe in Education (KCSIE 2022), the statutory safeguarding guidance.

The Head teacher, Deputy Head, Assistant Head Teacher, SENCo, Teacher of the Deaf, Phase Leaders, SMSA supervisor, pastoral support worker, safeguarding admin officer, office manager,

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finance officer, Chair of Governors and Vice Chair of Governors have all been trained in the processes of safer recruitment which means, all applications are shortlisted by at least 2 members of staff who have had the most recent training and this is the same for the interview stage.

Once the closing date has passed, the appointment team will shortlist the candidates using criteria established within the person specification. Shortlisted candidates will then be invited for interview explaining that referees will be contacted and given further information about what they need to do in preparation. This will include bringing appropriate documentation so that a DBS check can be initiated for the successful candidate.

Our shortlisting process will involve at least 2 people, from the list above) and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
- Sign a declaration confirming the information they have provided is true

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Pre-interview visits

It is recommended, as good practice, for the candidates selected for interview to be given an opportunity to visit the school. This needs to be arranged by mutual agreement with the school. Ideally, candidates should be offered an individual tour of the school rather than being asked to visit as a group. The visit is not part of the selection process but will help candidates to assess whether they would wish to take up the post, if offered.

References

References will be requested, once a candidate has been successful, from both of the referees nominated by the candidate, one of which should be an up-to-date employer referee ie. current or the most recent employer where the candidate had experience of working with children or young people. The school will request a written reference – and, in appropriate cases - for the referee to complete a simple tick sheet.

Although in KCSIE 2022, advice is to seek the references before interview, Schools HR/ Crinkle Recruitment state that a school which follows this could be sued for an equal opportunities claim and for unconscious bias.

In their safer recruitment policy they state,

“The above guidance was clearly written with only teachers in mind who must inform their school if they need to take a day off to attend an interview at another school. This would similarly be the case for other term-time only staff member who works within a school. However, applicants applying for non-teaching posts may not come from another school, where the norm is not to inform their

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employer that they are applying for another job until they had at least provisionally secured that job. The risks to them could include being deprived of training or promotion or pay rises once the employer becomes aware of the fact they are seeking alternative employment. Therefore, requesting references for these applicants prior to interview has the potential to reduce the number of suitable applicants willing to apply for the post through fear of being treated less favourably by their current employer if they are unsuccessful in being offered the position.

Additional issues with reviewing references prior to interview are:

- That the panel is then provided with the referee's perspective of a candidate before they have had the opportunity to make their own judgement. A busy Headteacher who is rushed for time might provide a basic reference for an outstanding candidate whereas another Headteacher might provide an overly favourable reference for a mediocre candidate because they are keen to let them go for.
- Where the recruitment timeline is short, not all references may have been received in time to review before shortlisting or before the interview process begins."

Glebe Primary School will only offer a post, subject to satisfactory references and if any issues that arise, we will call the referee to request further information and also speak to the candidate to get their take on it as it could be malicious rather than based on fact.

The school will request information about:

- dates of employment and job role;
- The candidate's suitability for the post;
- Sickness / absence record;
- Disciplinary record;
- Whether there are any concerns about the candidate's suitability to work with children or young people;
- Whether the referee would re-employ were there a suitable post.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

We will ensure the information provided in references confirms whether the referee is satisfied with the applicant's suitability to work with children and provides the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold but should not include information about safeguarding concerns/allegations which are unsubstantiated, unfounded, false, or malicious. The recruitment panel should seek HR advice if they are in receipt of references which include information relating to safeguarding allegations.

Selection Procedures

Interviews will normally take place over the course of a day – more if it is a senior post. The day will normally start with a welcome and introduction by the headteacher and at some stage a tour of the school - with pupils, where practicable. Time will be set aside to provide candidates with information about the post and the team they will be working with.

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During the interview, in addition to assessing and evaluating the candidate's suitability for the post, the panel, where appropriate, should also explore:

- The candidate's attitude toward children and young people
- The candidate's motivation to work with children and young people
- The candidate's ability to form and maintain professional boundaries and professional integrity
- The candidate's ability to establish and maintain appropriate relationships and personal boundaries with children and young people
- The candidate's ability to take action to protect children
- The candidate's emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline
- The candidate's ability to support the school's agenda for safeguarding and promoting the welfare of children and young people
- Any gaps in the candidate's employment history with a view to gaining a complete picture of their past employment history where this has not already been addressed prior to shortlisting
- Any concerns or discrepancies arising from the information provided by the candidate where this has not already been addressed prior to shortlisting
- Any disclosures made by the candidate or if the candidate wishes to disclose anything considering the requirement for an enhanced DBS check (with a check of the Barred List) and Childcare Disqualification Requirement check

A variety of selection procedures will be used, relating to essential and desirable characteristics including competencies identified within the person specification for example:

Competency based questioning – candidates are asked a series of probing questions around past activities to establish what experience they have of typical situations (eg running a project, leading a team, communicating with angry parents), what they did, what happened as a result, what they learnt about such situations, what they might do differently, what feedback they have received.

Critical Incident interviewing – candidates are asked to talk about particular events or development in their career. This can provide insights into motives and ways of working.

Teaching a lesson - this provides very important information especially about how well the candidates plan lessons, how they interact with pupils and how well they teach. This does need careful planning and pupils need to be told in advance what they are doing and why. Where it is not practical for a lesson to take place, something as simple as a discussion between the candidate and pupils can provide useful insights.

Student Interview Panel - candidates are quizzed by pupils. This allows pupils to provide feedback to the final panel and often provides a fascinating and very useful insight into how candidates communicate with pupils. Pupils very often provide interesting and useful feedback which adds much to the selection procedure.

In-tray / e-mail response exercises - these show how effectively candidates can organise their work, prioritise, interpret and respond to messages. Candidates may be asked to communicate their initial thoughts in writing if written communication is key or orally to a panel where their underlying assumptions and beliefs may be explored further.

Presentation - useful for headteacher appointments or other senior posts where the ability to present information and ideas to parents and other stakeholders is important.

Group exercise - a structured discussion with other candidates to assess team working and negotiation skills.

The final interview will involve key members of the appointment team. The panel will receive feedback from each of the various selection activities that have taken place and then proceed to agree questions for the final interview. Some candidates may already have been eliminated by this stage.

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Questions and tasks for all the above activities need to be planned in advance. All candidates must be given the same opportunity to provide evidence of competency against the chosen selection criteria. The agreed questioning framework should be followed for all candidates but panellists may exercise discretion as to which supplementary questions they ask. If they feel there is a need to probe further, they should do so. However, if they believe they have sufficient evidence to make a judgment about an area of competency there is no need to ask further questions.

It is entirely appropriate to ask candidates about issues arising from their initial application and from other selection methods used on the day.

Safeguarding Procedures on the Interview Day

During the day, the following checks will be made

- Proof of identity;
- Academic qualifications;
- A DBS check will be initiated for the successful candidate – all candidates will be asked to bring appropriate documentation for this;
- Candidates will be observed at all times when there may be contact with children and any concerns raised will be passed to the panel;
- The candidate will be asked in the interview to explain any gaps in time on the application form.

The Appointment

Taking all the evidence gathered, the panel makes its choice. The successful candidate is made a verbal offer of the post. If they accept, then they are sent a formal offer which states that the appointment is subject to satisfactory completion of pre-employment checks including health and DBS checks.

The unsuccessful candidates are informed and offered a debrief on their performance.

After the Appointment

The successful candidate will be sent a formal offer of the post which they must respond to in writing. A contract of employment will be issued in due course.

An induction programme will be compiled by the relevant member of staff which will include ensuring the appointee understands the school's safeguarding procedures. Training will be provided where gaps have been identified.

Any offer of employment made to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of the following pre-employment checks and references:

- **Reference Checks:** Receipt of at least two satisfactory professional references
- **ID Checks:** Verification of the candidate's identity
- **Medical Health Checks:** Verification of the candidate's mental and physical fitness to carry out their work responsibilities
- **Qualification Checks: Verification** of any qualifications required for the post (if not verified at the interview)
- **Right to Work in the UK Checks:** Verification of the candidate's right to work in the UK
- **DBS Checks:** A satisfactory Enhanced DBS Check; with a Barred List check for those who will be engaging in regulated activity
- **Barred List Checks:** A separate Barred List check if the candidate will start work in regulated activity before the DBS certificate is available where all other checks have been completed
- **Professional Status Checks:** Verification of professional status where required e.g. Registration with the Teaching Agency, QTS status (unless properly exempted)
- **Statutory Induction Periods:** For teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 07 May 1999)

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- **For Applicants who have lived or worked outside the UK, Professional Status Checks:**
- would include a check for information about any teacher sanction or restriction that a European Economic Area (EEA) professional regulating authority has imposed. Other checks can include overseas criminal records checks if applicable
- **Prohibition Order Checks:** For posts required to undertake "teaching work" (as defined in Appendix 9), check to establish that the candidate is not subject to a prohibition order or interim prohibition order issued by the Secretary of State, or any sanction or restriction imposed (that remains current) by the General Teaching Council for England before its abolition in March 2012
- **Section 128 Direction Checks:** Independent schools, including academies and free schools, must check that a candidate taking up a management position, is not subject to a Section 128 direction made by the Secretary of State
- **Disqualification Checks:** Check that the candidate is not disqualified from working with children who have not attained the age of 8, under the Childcare Act 2006 and The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. Further information is provided in The Schools HR Co-operative Childcare Disqualification Checks model policy.

All checks should be:

- Confirmed in writing
- Documented and retained on the personnel file in an appropriate format
- Recorded and must also be held centrally in the form of a Single Central Record of checks as required by the Keeping Children Safe in Education Guidance (see Section 10 of this Policy) and
- Followed up where they are unsatisfactory or where there are discrepancies in the information provided.

DBS and Vetting

- All staff and volunteers will, as appropriate, be checked with the Disclosure and Barring Service (DBS).
- All staff and volunteers will, as appropriate, be checked against the prohibition lists if appointed after September 2014.
- Candidates must confirm their identity by supplying official documents and must show their passport to prove their right to work in the UK.
- When employing supply teachers or teachers from abroad, the school will verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- We will verify the candidate's mental and physical fitness to carry out work responsibilities.
- Teachers GTC numbers will be kept and recorded.
- NI numbers will be obtained and recorded.
- We will record the date, timing or reference of the check in an orderly and accessible way.
- At interview panels, at least 2 members of the panel will have passed the 'Safer recruitment' training.

The school will abide by all the new DBS regulations, including making a referral to the DBS of any member of staff who has been dismissed or removed due to safe-guarding concerns or would have been if they had not resigned (see appendix 1).

We 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 we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our 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.

Once staff have been employed we will keep a live central record that:

- Gives the name of each staff member and confirmation of their identity has been verified.
- Confirm the authenticity of their qualifications;

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- Shows an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Using our vetting procedure to ascertain whether there is disqualification by association – this will be carried out on volunteers and agency workers too;
- Volunteers will have a DBS, show identification, and sign our volunteer agreement.
- Other agency workers will be checked by the agencies, but we will hold their DBS numbers and ask for identification to be shown to us;
- The school will keep agency workers, particularly longer fixed term contracts, accountable regarding disqualification by association, level 1 safe-guarding training and health and safety training.

Appointment of Headteachers/Deputy Headteachers

The Education Act 2002 requires every school to have a Headteacher and limits the number of Headteachers at a school to one, although the post may be job shared. There is no legal obligation for a school to have a Deputy or Assistant Headteacher, or any limit on the number of Deputy or Assistant Headteachers a school may have.

The School Staffing (England) Regulations 2009 require that the Governing Board of maintained schools:

- Must notify the Local Authority in writing of any vacancy for the Headteacher and any post for a Deputy Headteacher which it had identified as one to be filled
- Must advertise any such vacancy or post in such manner as it considers appropriate unless it has good reason not to
- Must appoint a selection panel, consisting of at least three of its members (other than a Headteacher/Deputy Headteacher or a Staff Governor).

The role of the selection panel is to:

- Select applicants for interview
- Notify the Local Authority, in writing, of the names of the applicants selected for interview for the post of Headteacher
- Where appropriate, recommend to the Governing Board for appointment one of the applicants interviewed

When recruiting a senior leader, especially a Headteacher, the Governing Board may wish to seek advice and guidance from a professional such as the schools linked Improvement Adviser. The Schools HR Co-operative can also provide confidential advice and support on the setup and management of this recruitment campaign (the Schools HR recruitment service – Crinkle Recruitment – can be contacted on 01895 717 088).

Staff

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

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We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made. We will request a copy of the staff member's current DBS which needs to be given to our office.

If a third party member of staff is employed through London Borough of Hillingdon, such as the Hillingdon Music Hub, or from the NHS, such as occupational therapists or school nurses, they will provide photographic identification to prove that their employee status. The LADO (Hannah Ives) and The Head of Children's Services in Hillingdon (Sian Thomas) have confirmed that all employees have the relevant checks and clearances to be employed by them. Thus, we only need to see their photo identification supplied by Hillingdon council as proof of their employment.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we 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 we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

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Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- 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 we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Governors

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Monitoring, Evaluation & Review

The school will evaluate its appointment procedures each year and make appropriate revisions. This will include asking people involved in selection procedures – staff, pupils, governors and candidates how they can be improved.

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Recruitment of Ex-Offenders:

Glebe meets the requirements for exemption from the Rehabilitation of Offenders Act 1974.

This means that, where a role involves regulated activity, applicants are required to disclose **relevant** convictions and cautions (excluding exemptions – see section 2) if **shortlisted** for employment in our school.

Roles involving regulated activity will also be subject to an enhanced Disclosure and Barring Service (DBS) check with barred list check.

Having a criminal record will not necessarily bar you from working at our school. The success of your application will depend on your suitability for the job, the nature of the role and the circumstances and background of any offences.

We are committed to:

- › Our duty to safeguard children under:
 - [Keeping Children Safe in Education](#)
 - [The DBS code of practice](#)
- › The fair treatment of all applicants and equality of opportunity

2. Protections and exemptions

'Specified offences' will always be disclosed on a DBS certificate, and should always be included in self-declarations – see the [government's list](#) for further details.

It is a criminal offence for any person who is barred from working with children to apply for a position in a school. Glebe will make a report to the DBS and/or the police as appropriate, if it receives an application from a barred person.

'Protected offences' are certain old or minor offences that may not be disclosed on a DBS check. Guidance as to whether a caution or conviction is 'protected' can be found in:

- › The Ministry of Justice's [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#)
- › The government's tool to [check whether to disclose cautions or convictions](#)

Applicants **should not** list any 'protected' offences on their self-declaration form, and we will not take them into account if we are made aware of them.

3. Responsibilities

3.1 The headteacher

- › Uphold Glebe's commitment to the fair treatment of all job applicants
- › Make sure all job application forms contain clear and relevant information about what cautions or convictions applicants are expected to disclose, and what safeguarding checks the school will carry out, and at what stage in the application process
- › Make sure staff involved in the recruitment process have received appropriate guidance and training about their legal duties in employing ex-offenders, and assessing the relevance and circumstances of offences

3.2 Staff involved in the recruitment process

- › Treat applicants fairly, including in relation to any history of offending
- › Maintain privacy for applicants, making sure that information about applicants' criminal records won't be seen by anyone outside of the recruitment process
- › Make sure that all shortlisted applicants complete a self-declaration form before the interview stage, and that all job offers are conditional, subject to appropriate safeguarding checks

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- › Hold discussions with applicants about their disclosures, where relevant, and make decisions about suitability based on the circumstances and background of offences
- › Seek specialist legal/HR advice where relevant

3.3 All job applicants

- › Familiarise themselves with the requirements for self-disclosure, and whether they have any previous convictions or cautions that must be disclosed
- › Complete self-declaration forms honestly and completely, disclosing all required spent and unspent convictions and cautions (excluding 'protected' offences)
- › Participate in disclosure discussions following either or both of their self-declaration and DBS check

4. The process for disclosing and assessing previous convictions

4.1 Self-declaration

All **shortlisted** applicants will be asked to complete a self-declaration before the interview stage as part of recruitment process. Applicants must complete these accurately, and reveal all relevant convictions, as well as any other information that would make them unsuitable to work with children. Failure to reveal any relevant information could lead to the withdrawal of an offer of employment.

Applicants will not be asked for information about previous convictions or cautions before this stage, and any such information that is disclosed before shortlisting stage won't be taken into account in the shortlisting process.

We will store all sensitive personal data securely, only share it with relevant staff members, and destroy it securely when we no longer need it.

Further disclosure discussions (see sub-section 4.3) may be needed following safeguarding checks. A conditional offer may only be confirmed once staff are happy that any previous convictions don't make applicants unsuitable for the role.

4.2 DBS checks

Successful candidates are subject to DBS and other safeguarding checks, as set out in statutory guidance, Keeping Children Safe in Education. Staff should consider whether:

- › The checks reveal any new information that might prohibit or otherwise make a candidate unsuitable for the role
- › The checks match any information disclosed in an applicant's self-declaration

Further disclosure discussions (see sub-section 4.3) may be needed following safeguarding checks. A conditional offer may only be confirmed once staff are happy that any previous convictions don't make applicants unsuitable for the role.

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4.3 Disclosure discussions

Where a disclosure or the results of a DBS check reveal that an applicant is barred from the role or ineligible to be employed in that role, their recruitment process will not proceed any further, and they will be informed that they legally cannot be considered for the job.

In all other cases, previous convictions will not necessarily prevent applicants from being employed by our school. Staff will determine, with support from HR specialists, whether disclosures warrant a discussion between our school and the candidate.

Where relevant, disclosure discussions will happen as part of the interview process and take the applicant's explanation into consideration. For example, we will consider:

- › The seriousness of any offence and relevance to the post applied for
- › How long ago the offence occurred
- › Whether it was a one-off incident or a history of incidents
- › The circumstances around the incident
- › Whether the applicant accepted responsibility for their actions

Staff will then assess whether applicants' previous convictions or cautions make them unsuitable for the role.

We will not ask applicants about protected convictions and cautions.

5. Related policies

- › Child protection policy
- › Data protection policy
- › Equal opportunities policy
- › Safer recruitment policy

Reviewed: December 2025

To be Reviewed: December 2026



Chair of Governors

Safer Recruitment and the Recruitment of Ex-Offenders Policy

Appendix 1

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) Order 2013 also referred to as the Exceptions Order 1975 (2013 and 2020)

Under [The Rehabilitation of Offenders Act 1974](#) (Exceptions) Order 1975 as amended, applicants applying to work with vulnerable groups were required to declare all spent and unspent convictions. The amendments to this legislation now provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and will therefore not appear on a DBS Certificate, and cannot be considered when making decisions about a person's employment.

An adult conviction (over the age of 18 at the time of the offence) will be removed from a DBS Certificate if:

- 11 years have elapsed since the date of conviction; and
- It is the person's only offence, and
- It did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the [list of offences](#) which will never be removed from a DBS Certificate. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution and if it does not appear on the list of offences relevant to safeguarding.

For those under the age of 18 at the time of the offence:

- The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years.
- The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

Employers can only ask applicants to provide details of convictions and cautions that the employer is legally entitled to know. If an employer takes into account a conviction or caution that is not disclosed on the DBS Certificate they will be acting unlawfully under the legislation.

Only shortlisted candidates should be asked to complete a self-declaration form of their criminal record or information which might make them unsuitable to work with children. This information should not be requested in the application form to decide who should be shortlisted. A self-declaration is subject to the Ministry of Justice guidance on the disclosure of criminal records.

The purpose of a self-declaration is to give candidates the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received. Revealed disclosures may require the school to undertake a risk assessment process if appropriate.

Candidates should be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign the hard-copy of the declaration form at the point of interview.

The Ministry of Justice and DBS advise that employers use the following statement and question: *"The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website."*

"Do you have any convictions or cautions (excluding youth cautions, reprimands, or warnings) that are not 'protected' as defined by the Ministry of Justice?"