

## **SAFEGUARDING CHILDREN & SAFER RECRUITMENT IN EDUCATION**

**Source: Department for Education & Skills**

**Effective from 1<sup>st</sup> January 2007**

- Schools and Further Education (FE) colleges must keep a single central record detailing a range of checks that have been carried out on their staff (for FE colleges this relates to staff providing education).
- All new appointments to the school workforce and new staff providing education at FE colleges who have lived outside the UK are subject to such additional checks as are deemed appropriate where the required CRB Enhanced Disclosure is not considered sufficient to establish suitability to work with children and young people.
- Schools and FE colleges (for staff providing education) must satisfy themselves that supply staff have undergone the necessary checks to assess their suitability for post.
- Identity checks must be carried out on all appointments to the school workforce and to the FE college workforce (for staff providing education) before the appointment is made.
- Schools and Local Authorities also need to ensure they are satisfied that appropriate checks and child protection procedures are in place for those staff that work with young people outside of the school, eg 14-16 year olds studying at college as part of their Key Stage 4 studies.

### **CHECKS ON PEOPLE WHO WILL BE WORKING WITH CHILDREN IN THE EDUCATION SECTOR**

Those who employ people to work in schools or FE College (staff providing education) **must** carry out the following recruitment and vetting checks on intended new appointees:

#### **Identity Checks:**

- a. It is important to be sure that the person is who he or she claims to be. They **must** ask to see proof of identity such as a birth certificate, driving licence, or passport combined with evidence of address, before an appointment is made. The same proof of identity is required in connection with an application for a CRB Disclosure.

- b. If a teacher or worker is provided by a third party, such as an employment business or agency, the school, Local Authority or FE college **must** check the person who comes to them is the person referred by the employment business or agency by carrying out the identity checks as mentioned above.

### **List 99 Checks**

- a. List 99 checks **must** be undertaken for all school staff including local authority employed school staff and staff providing education in FE colleges before they begin work.
- b. List 99 checks are completed as part of the CRB enhanced disclosure request. A separate List 99 check will not be required unless the CRB disclosure remains outstanding at the time the individual begins work.
- c. People seeking positions providing education in FE colleges where they will be dealing only with students over 18 years of age cannot be subject to a Standard or Enhanced CRB disclosure as those positions are not covered by the exceptions to the Rehabilitation of Offenders Act 1974. List 99 checks, however, **must** be obtained on these people.
- d. List 99 is a confidential document maintained by the Department for Education which contains the names, dates of birth, NI numbers and, in the case of teachers, the teacher reference number, of people whose employment in relevant employment has been barred or restricted by the Secretary of State.

### **CRB Disclosures**

- a. We undertake Enhanced CRB disclosure checks for all staff (including cleaners and catering staff) employed in or by a school.
- b. It is Council policy to require the Enhanced CRB Disclosure to be renewed every three years.
- c. Ideally a CRB Disclosure should be obtained before an individual begins work – a CRB application form must have been completed and submitted to the CRB in advance of the individual commencing work. Head teachers, Principals and Local Authorities have discretion to allow an individual to begin work within their schools or colleges pending receipt of the CRB Disclosure but should ensure that the individual is appropriately supervised and that all other checks, including List 99 have been completed.

- d. Information disclosed as part of a CRB disclosure must be treated as confidential. It is an offence for CRB disclosure information to be passed to anyone who does not need it in the course of their duties. The disclosure information must be kept in secure conditions and must be destroyed by secure means, as soon as it is no longer needed. Before the record is destroyed records need to be kept detailing the date the disclosure was obtained, who obtained it (i.e. Local Authority), the level of the disclosure (always enhanced) and the unique reference number. The head teacher or principal or college or local authority will also want to consider keeping a note of what other information was used to assess suitability.

### **Supply Staff:**

Schools, Local Authorities, and FE colleges must check with the relevant supply agency and obtain written confirmation that all appropriate checks have been undertaken. They must also see a copy of the CRB disclosure in cases where the disclosure contains information.

### **Visitors:**

It is not necessary to obtain a CRB Disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time, or secondary pupils undertaking voluntary work or work experience in other schools. It is good practice (and strongly recommended) that visitors sign in and out, and are escorted whilst on the premises by a member of staff or appropriately vetted volunteer.

Examples of people who do not need to apply for a CRB Disclosure include:

- Visitors who have business with the head teacher, principal or other staff or who have brief contact with children with a member of staff present;
- Visitors or contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on school or FE college premises;
- Volunteers or parents who only accompany staff and children on one-off outings or trips that do not involve overnight stays, or who only help at specific one-off events, eg a sports day, school fête or college open day;
- Secondary pupils on Key Stage 4 work experience in other schools, FE colleges or nursery classes; secondary pupils undertaking work in another school or FE college as part of voluntary service, citizenship or vocational studies; or Key Stage 5 or 6<sup>th</sup> form pupils in connection with a short

careers or subject placement. In these cases the school placing the pupil should ensure that s/he is suitable for the placement in question.

### **Volunteers**

It is only necessary to carry out CRB checks on volunteers who do not have regular (three or more times in a 30 days period, or once a month or more, or overnight) and involves contact with children, then an Enhanced CRB Disclosure should be obtained. Under no circumstances must a volunteer who has not obtained a CRB disclosure be left unsupervised with children. It should be noted that not all unpaid workers are categorised as volunteers, student teachers and people gaining work experience, although unpaid for their time are not considered volunteers therefore the normal CRB checks and payments should be carried out in line with standard procedure.

### **Governors**

In line with other volunteers, governors in positions that include regular work in the presence of children, or who care for, train, supervise or are in sole charge of children should be asked to obtain an Enhanced CRB Disclosure.

### **Local Authority Appointed Governors**

An enhanced CRB disclosure is obtained by the Local Authority.

### **Building Contractors**

Children should not be allowed in areas where builders are working for health and safety reasons, so these workers should have no contact with children. However, schools and FE colleges should ensure that arrangements are in place with contractors, via the contract where possible, to ensure that any of the contractors' staff that come into contact with children undergo appropriate checks.

### **PFI and Other Contractors**

PFI contract staff, eg caretakers and catering staff, must be checked by the contractor in the same way as school employees and this includes a CRB disclosure and such requirements form part of the contract. The contractor is also responsible for ensuring that the same procedures are followed by any sub contractor. The contractor must provide the local authority with a list of its direct employees and those of any sub contractors at least 20 days before they start work on the site.

*It should be noted that Ofsted Inspectors are advising that “anyone who is involved with the setting (school)” must have all the relevant checks carried out. This could be interpreted by an Inspector as meaning that all categories referred to above need to have a CRB in order for the school to pass its inspection. In reality this would be difficult to do especially for those people who are only on the premises for very short periods of time such as visitors, emergency contractors and parents/volunteers who assist with away days. Please see document entitled A Guide to Your Ofsted Inspection, Section Visitors for further information*

### **Qualifications Requirements**

Employers must always verify that the candidate has actually obtained any qualifications legally required for the job and claimed in their application (eg seeing relevant certificate or diploma, or a letter of confirmation from the awarding institution. If original documents are not available, properly certified copies are acceptable.

All teachers working in teaching posts in maintained schools, non-maintained schools and pupil referral units in England must be registered with the General Teaching Council for England (GTC) unless they are exempt from the requirement to hold Qualified Teacher Status (QTS). Before appointing teachers to positions in schools, employers must check with the GTC whether teachers are registered with them, whether any GTC restrictions are in force against the teacher, and, where appropriate, whether they have Qualified Teacher Status and have completed their induction period. HR are able to do this on-line.

Support Staff (eg Higher Level Teaching Assistants and Teaching Assistants) may also teach provided they do so in order to assist or support the work of qualified teachers and are subject to their direction and supervision and the head teacher is satisfied that they have the skills, expertise and experience required to teach.

### **SINGLE CENTRAL RECORD OF RECRUITMENT AND VETTING CHECKS**

In addition to the various staff records which are kept as part of normal business, schools and FE colleges must also keep and maintain a single central record of recruitment and vetting checks.

Schools and FE colleges **must** have a record of the following people:

- All staff who are employed to work at the school and those staff in FE colleges providing education;



\* a separate list for different categories of staff is encouraged, for example category A = teaching staff, category B = support staff, category c = volunteers etc.

## **RECRUITMENT & VETTING PROCEDURES**

In order to ensure that recruitment and selection, and in particular the vetting process is carried out correctly, it is advisable to have stringent policies, such as recruitment, in place.

The following guidelines and recommendations should assist you:

- Obviously when recruiting teaching staff it is imperative to carry out the relevant checks. However it is also considered good practice to vet anyone who has any involvement with children, in particular people who the children might look up to such as volunteers, governors, parents etc. Checks include character references, list 99 and a CRB disclosure.
- Good and safe practice in recruitment means thinking about child protection, safeguarding and promoting the welfare of children at every stage of the process. Starting with advertising, which should include a statement outlining the organisations commitment to safeguarding children to ensuring the job description makes reference to the responsibility and the person specification includes “suitability to working with children” and finally checking references and asking any unclarified questions (on the application form) during the interview. Ensure you ask all applicants the same questions, to avoid being viewed as discriminatory.
- It is vital that you have a water tight Recruitment & Selection policy in place covering all these areas:
  - Planning and advertising
  - Application Form for applicants to fill out
  - Interview procedures
  - Job Description & Person Specification detailing the requirements of the job, including safeguarding children
  - All checks and vetting processes
  - Induction
- During selection all application forms should be scrutinised for inconsistencies, discrepancies and gaps in employment.

- If possible take up references before the interview so that information can be clarified before you meet the candidate (ensure you get permission first).
- Use an interview panel so that more than one person is assessing the applicant.
- Try and view how the individual interacts with children during the process. For example ask them to teach a mock lesson as part of the process. Be vigilant in ensuring that the applicant is never left alone with the children.
- Try to gauge the applicants attitude towards children during the recruitment process by asking pertinent questions (ensure you ask all applicants the same questions).
- References and checks must be done before the new member starts working. All information must be recorded on the **single central record**.
- Using a good induction process can identify possible problems areas. An induction is designed to train and support the new employee, confirm their suitability for the role, clarify the appropriate conduct in the school and allow their line manager to identify any areas for concern, in order to address them immediately. This is the time when policies and procedures regarding the safeguarding of children are provided and safe practice working is outlined, including a clear written statement of the expected standards of behaviour.
- Enlist the help of other members of staff by incorporating a 'buddying' scheme. This will not only allow new staff to feel looked after in their new role but will also make it easier for any areas of concern to be identified.

### **Post Recruitment**

Monitoring all new employees will not only enable you to identify areas of concern early but also allow for future recruitment practices to be better informed.

This should also include staff turnover, exit interviews (and reasons for leaving) and training records – especially attendance of new recruits at child protection training.