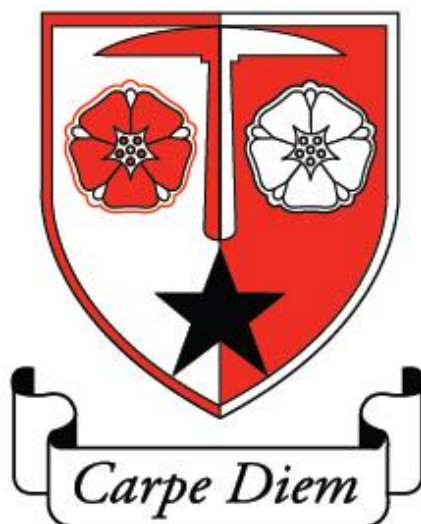


Audenshaw School



SAFER RECRUITMENT POLICY

This policy is reviewed annually by the Personnel Committee.

History of Document

Issue No	Author/Owner	Date Written	Approved by the Personnel Committee	Received by Governors	Comments
Issue 5	Deborah Patel	10/07/2018	19/07/2018	19/07/2018	Minor Amendments
Issue 5.1	Deborah Patel	18/07/2019	23/08/2019	23/08/2019	Minor amendments
Issue 5.2	Deborah Patel	10/08/2020	15/09/2020	15/09/2020	Minor amendments
Issue 5.3	Deborah Patel	09/08/2021	13/09/2021	13/09/2021	Minor amendments
Issue 5.4	Deborah Patel	26/07/2022	06/10/2022	05/10/2022	Updated and amended in line with KSCIE guidance
Issue 5.5	Deborah Patel	29/08/2024	07/10/2024	07/10/2024	Minor amendments
Issue 5.6	Deborah Patel	22/08/2025	07/10/2025	07/10/2025	Minor amendments

OUR MISSION

Our school aims to provide a quality education in a caring community based on values of respect, responsibility and resilience and a relentless pursuit of excellence in all that we do.

OUR VISION

Our School will be recognised as a fully inclusive, aspirational, high achieving centre of excellence, firmly rooted in the local community.

We will create, develop and maintain a challenging and stimulating personalised learning environment where no student is overlooked or left behind and where teaching and learning is high quality, inspirational and innovative.

We will consistently have high academic standards and expectations for every individual and continue to place considerable value on sport and healthy living and developing strong links with the community.

All members of our school community will be valued and every success will be celebrated.

Our School will maintain a safe, secure and caring environment in which to work and learn.

AUDENSHAW SCHOOL SAFEGUARDING STATEMENT

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CONTENTS

1.	Introduction	4
2.	Policy Statement	4
3.	Roles and Responsibilities	6
4.	Inviting Applications	7
5.	Shortlisting and References	8
6.	Pre-Employment Checks	11
7.	Employment Offer	13
8.	Record Retention/ Data Protection	13
9.	Personal File Records	13
10.	Single Central Record of Recruitment Vetting Checks	14
11.	Disclosure & Barring Service Renewals or Re-checks	14
12.	Other Contacts with the School	14
13.	Safer Recruitment NSPCC On-Line Training	18
14.	DfE Safer Working Practice/Keeping children safe in education	18
Annex 1.	Disclosure & Barring Service Declaration	19

1. INTRODUCTION

For the purpose of this Policy, the “School” is defined as employees, governors, students and third parties such as contractors, agency workers and consultants acting on behalf of the organisation.

This document sets out the policy and procedures to be adopted in order to ensure that the recruitment process for Audenshaw School is as safe as possible.

The procedures and standards as laid down in this Policy must be used by all those involved in the recruitment process within the School.

The Policy and associated procedures are in line with DfE and 2004 Bichard Inquiry recommendations.

2. POLICY STATEMENT

The safe recruitment of staff in Schools is the first step to safeguarding and promoting the welfare of the children in education.

Audenshaw School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This School recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds with different skills and abilities.

The School is committed to ensuring that the recruitment and selection of all who work within the School is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The School will uphold its obligations under legislation and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marriage and civil partnership, disability, race, religion and belief or gender reassignment.

Audenshaw School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website, or from the following organisations

- Nacro - <https://www.nacro.org.uk/criminal-record-support-service/>
- or email helpline@nacro.org.uk or phone 0300 123 1999
- Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

Audenshaw School is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the School's safeguarding and child protection procedures and practices.

The School has a duty to refer to the Disclosure and Barring Service, and Teacher Regulation Agency any employee, following disciplinary proceedings, who is dismissed because of misconduct towards a student or other young person and may refer any concerns before the completion of this process.

Cases of abuse must be reported to the Local Authority Designated Officer (LADO) and the police.

The School will:

- ensure that appropriate employees who undertake recruitment have received safer recruitment training and have successfully completed the Safer Recruitment in Education training course.
- ensure that every appointment panel includes one member who has received safer recruitment training.
- implement robust recruitment procedures and checks for appointing employees and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role
- keep and maintain a Single Central Record of recruitment and vetting checks in line with DfE requirements
- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The School will monitor the compliance with these measures
- require employees who are convicted or cautioned for any offence during their employment with the School to notify the Principal in writing of the offence and the penalty. If it is the Principal who is convicted or cautioned for any offence during their employment with the School then he/she should notify the Chair of Governors in writing of the offence and the penalty. Failure to do so may result in disciplinary action, including dismissal.

PRE-EMPLOYMENT CHECKS

The School will undertake the following pre-employment checks prior to appointment as advised by the DfE:

- receipt of at least two satisfactory references (from different organisations where possible), one of which will be from the current or most recent employer
- check for gaps in employment history and verify reasons for any such gaps
- contact all previous employers where the candidate has worked with children, young people and vulnerable adults and confirm employment start and end dates and reason for leaving
- Verification of the candidate's identity.
- a satisfactory enhanced DBS clearance (following the confirmed online email an original certificate must be seen by the School and verified by the HR Department)

- Verification of the candidate's right to work in the UK.
- verification of the candidate's mental and physical fitness to carry out their work responsibilities.
- verification of qualifications
- verification of Qualified Teacher Status (QTS) and verification of successful completion of induction period (for those who obtained QTS after 7 May 1999).
- overseas criminal record checks (where necessary). Overseas checks will normally be required for any period of 6 months or more duration within the last 5 years, although checks may be required outside of this period in certain circumstances.
- Verification that anyone taking up a management position is not subject to a section 128 direction made by the Secretary of State.
- Verification that any applicant to be employed to carry out teaching work is not subject to a prohibition order.

3. ROLES AND RESPONSIBILITIES

Board of Governors

It is the responsibility of the Board of Governors to:

- ensure the School has effective policies and procedures in place for the recruitment of all employees and volunteers in accordance with DfE guidance and legal requirements
- monitor the School's compliance with them
- ensure that appropriate employees and governors have completed safer recruitment training.

Principal and other Managers

It is the responsibility of the Principal and other managers involved in recruitment to:

- ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all employees and volunteers who work at the School
- monitor contractors' and agencies' compliance with this document
- promote the welfare of children and young people at every stage of the procedure.

All Employees and Volunteers

- It is the responsibility of all potential and existing employees, including volunteers to comply with this document.

Contractors and Agencies

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

Employee Appointments

The Board of Governors has delegated responsibility to the Principal to lead in all appointments.

The appointment of members of the Senior Leadership Team i.e. Vice Principal and Assistant Principal will be the responsibility of the Board of Governors in collaboration with the Principal.

The appointment of Principal will be the responsibility of the Board of Governors.

For senior posts a Governor on the interviewing panel is essential and is considered best practice for all other posts within the organisation. Governors may also be on the interviewing panel for other posts in the organisation, but in all cases will be kept up to date on recruitment decisions.

4. INVITING APPLICATIONS

JOB DESCRIPTION AND PERSON SPECIFICATION

At the start of the recruitment process it is important to define what the post holder's responsibilities for children/ young people will be over and above the qualifications and experience needed to perform the job. All employees are expected to share responsibility for the School's commitment to safeguarding and promoting the welfare of children and young people. To affirm Audenshaw School's commitment to safer recruitment, the School's statement of intent will be included on all job descriptions, and person specifications.

Audenshaw School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

When a post requires a DBS Disclosure, this will be reflected in the job description and person specification relating to that post. Due to the nature of work in School and resultant contact with children all posts will require an enhanced DBS disclosure. Any non-disclosure will result in the withdrawing of any job offer. Any non-disclosure of a criminal conviction obtained whilst employed may result in disciplinary action, including dismissal.

Bolton Council process the School's DBS applications online via Complete Background Screening Ltd (CBS). CBS have worked with the DBS for many years and have developed a highly secure and user-friendly system to process checks. Data is secure and processed to the highest security and confidentiality standards, with robust protection elements in-built to the CBS system. Only those people with a genuine reason to process data for reasons of recruitment will have access to it. This complies with the requirements of the General Data Protection Regulations 2018.

All job descriptions will detail:

- main duties and responsibilities of the post;
- the post holder's specific responsibility towards the promotion and practice of safeguarding the welfare of children that they come into contact with through their job.

All person specifications must:

- detail qualifications required to do the job; professional registrations (if required);
- specify enhanced DBS 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 behaviours;
- attitudes to use of authority and maintaining discipline

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

THE ADVERT

Advertisements for all vacancies will demonstrate the School's commitment to safer recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children/ young people. Promoting commitment to safeguarding and child protection can act as a deterrent to would-be abusers.

All advertisements will include the following statement:

Audenshaw School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

All post holders are subject to appropriate vetting procedures and a satisfactory enhanced Disclosure Barring Services (DBS) Disclosure.

APPLICATION PACKS

The importance of safeguarding and protecting children in the School should be promoted as much as possible throughout the recruitment process in order to deter unsuitable candidates. All School application packs will include:

- Application Form
- Job Description
- Person Specification

Audenshaw School will not accept CVs for any post as they only show what the candidate wants you to see and will not provide consistent data between candidates. All candidates must complete a formal Application Form.

Candidates submitting an application form completed on-line will be asked to sign the form if called for interview.

Through the application form applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected (or employed, if the false information comes to light some time later), and possible referral to the police and other professional regulatory bodies.

5. SHORTLISTING AND REFERENCES

INTERVIEW PROCESS

All candidates invited for interview will be asked to bring identification sufficient for a DBS check and original qualification certificates.

Prior to the interview, candidates will receive a Self Disclosure of Criminal Convictions form to complete and return at least one day before interview.

All interview panels will have a senior member of staff who has been through, and passed, the on-line Safer Recruitment in Education training.

It is mandatory that any appointment of School employees be made by a recruitment panel that should include at least one person who has been trained in safer recruitment. Ofsted may request evidence as part of their inspections that each recruitment panel meets this requirement.

The interview 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. Interviews will normally be carried out on a face-to-face basis and where this is not possible the interview will be held using a virtual platform with an appropriate interview panel

Candidates called for interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including any tasks to be undertaken,
- A copy of both the job description and person specification
- Self Disclosure of Criminal Convictions Form
- A list of documents required for ID/Verification of qualification purposes.
- Notification that an online search will be conducted.

ONLINE SEARCH

An online search will be conducted as part of our due diligence on all shortlisted candidates in accordance with Section 220 of KSCIE 2022. The parameters of the search are detailed in Appendix 2: Online Search parameters.

The online search will be conducted by a member of the HR team not on the shortlisting or interview panel. In most cases, any follow up to the online search will be conducted as part of the HR check when gaps in the application form are explored and ID/Qualifications are copied.

However, where it is considered that discrepancies need to be followed up by the panel, HR will discuss this with the Panel Chair in order that this can be raised at interview.

The advert, application form and invite to interview letter will all make it clear that an online search will be conducted for shortlisted candidates.

REFERENCES

References for shortlisted candidates will be sent for immediately after shortlisting and ideally received back prior to interview.

References must be in writing and be specific to the job for which the candidate has applied. Open references or testimonials will not be accepted in any circumstances. One of the referees must be the candidate's current or previous employer. References must be from different organisations, where at all possible. If this is not possible, the matter should be referred to the Principal for further consideration. The School will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable. Upon receipt of a reference, the HR department will contact the referee to authenticate the reference to clarify any queries and to ask if the referee wishes to make any additional comments.

Reference requests will specifically ask:

1. about the referee's relationship with the candidate

2. whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

1. the applicant's current post and salary
2. performance history and conduct
3. any disciplinary procedures in which the sanction is current
4. any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
5. details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns
6. reason for leaving employment
7. whether the organisation would re-employ the applicant and if not, why.

The Audenshaw School Reference Request Form must be used to ensure the details outlined above are included. This avoids references that may have been written as part of a settlement (formally known as compromise) agreement and would not state any adverse qualities or incidents involving the candidate. Where the referee does not complete this form, but supplies the reference in a different format, the reasons for this will be explored as part of the reference verification process.

References will be compared to the application form to ensure that the information provided is consistent. When references are received prior to interview the interview panel is required 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 the Bichard recommendations. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual cases. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and where no further issues have been raised, are not likely to cause concern.

More serious or recent concerns or issues are more likely to cause concern.

A history of repeated concerns or allegations over time is also likely to give cause for concern.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

EMPLOYMENT GAPS

The School requires candidates to account for any gaps or discrepancies in employment history on the application form. Where an applicant is shortlisted, these gaps must be discussed at interview. If there are gaps in their history, the candidate should declare the reasons for their

break from work. The candidate should then sign this. Valid reasons for gaps in employment may be: the candidate did not need to work, travelling, bringing up a family, caring responsibilities, family 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 be 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, particularly if these have meant regular geographical moves.

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.

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

SELF-DECLARATION OF CONVICTIONS BY JOB APPLICANTS

The School's policy requires shortlisted applicants for all posts (including volunteers) to declare criminal convictions with regard to the provisions set out in the Rehabilitation of Offenders Act 1974 (Exceptions order 1975) Amended 2013 and 2020.

Such declarations will be made on a Self Disclosure of Criminal Convictions Form which will be sent to the shortlisted candidate and should be returned to the HR department at least one day before interview.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

6. PRE-EMPLOYMENT CHECKS

In summary, any offer of employment to any post at Audenshaw School will be subject to the following checks:

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.

Verification of Candidate's Identity

It is vital that the School knows who their employees are and have evidence to prove this. The identification check can then go on individual personal files and be logged on the School's Single Central Record.

DBS Children's Barred List Information

This is a list of people barred from working with children, compiled by the DfE. This check is done as part of the DBS application process.

Enhanced DBS Disclosure

This details any 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 interview stage to declare any unspent or spent convictions they may have, any declaration they make will be compared with the returned criminal record disclosure.

As the School now processes the DBS application forms online an email confirming the certificate will be saved immediately on the individual's personal file. Then the original DBS Disclosure certificate will need to be seen and verified by the HR Administrator/PA to the Principal and HR Manager before employment can commence.

Medical Clearance

A potential employee must complete an online pre-employment form (medical questionnaire), which is then assessed by Occupational Health. A potential employee is confirmed as medically cleared once a letter has been received from Occupational Health declaring them fit for their proposed post.

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 Single Central Record. This should ideally be confirmed at the interview stage. It is the School's practice to request copies of all qualification certificates from GCSE onwards. There may be occasions when employees struggle to provide these, and this will be discussed with the individual to ascertain the reasons why and what qualifications evidence they are able to provide.

Verification of Professional Registration

Some posts require a professional registration with a regulatory body. This needs to be evidenced and placed on the personal file, if the person specification states it as an essential prerequisite.

Right to Work in the UK

It is a legal obligation that every employee has the right to work in the UK. An employer may face prosecution if employees working for them are found not to have this right. To defend any prosecution an employer has a statutory defence if they have checked the employee's entitlement in a reasonable way (i.e. employers are not expected to police illegal workers, not to spot forged documentation, they are, however, expected to have robust checking policies and procedures they apply to every new employee). A check of documents such as passports and national insurance numbers is essential. A list of relevant documentation that can be used is available on the Home Office website.

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.

The HR department will make contact with the most recent employers of a potential employee where they have worked with children, young people and/or vulnerable adults in order to confirm employment start and end dates and reason for leaving.

Verification of Section 128/Prohibition from Teaching

A check will be conducted to ensure that anyone employed in a management position is not subject to a Section 128 order and anyone employed to teach is not prohibited from teaching.

Overseas Criminal Record Disclosure

If the potential employee has lived abroad for a period of time or comes from another country prior to working in the UK, then a UK DBS 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 DBS Disclosure and details for each country's equivalent bureau are available on the Gov.UK website.

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.

Only when all of these checks are completed and returned will an offer of employment be confirmed. A candidate will not be offered a post unconditionally. All offers will be subject to satisfactory completion of the appropriate checks as listed above. It should be noted that overseas checks can take a considerable length of time to be returned.

7. EMPLOYMENT OFFER

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed above must all be completed before a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before appointment.

Once all pre-employment checks have been satisfactorily completed/ received, an offer of employment will be made and the statement of particular issued. This should be issued when the employee commences employment.

8. RECORD RETENTION/ DATA PROTECTION

The School will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (i.e. shredded) or deleted electronically. The 6 month retention period will allow the School time to deal with any data access requests, recruitment complaints or to respond to any complaints made to the employment tribunal.

Under the Data Protection Act 2018, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel within 6 months of the interview date.

All paperwork in respect of the successful applicant will be retained and placed on their personal file.

9. PERSONAL FILE RECORDS

The School will retain the following information, which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Disclosure of convictions form
- Proof of identification
- Proof of academic qualifications
- Proof of Qualified Teacher Status (QTS)
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance
- Evidence of the DBS clearance (i.e. a recording of the certificate number on the School's

Single Central Record after verification by the HR Department and the Principal).
Evidence of Right to Work in the UK.

10. SINGLE CENTRAL RECORD OF RECRUITMENT VETTING CHECKS

In line with DfE requirements, the School will keep and maintain a single central record of recruitment and vetting checks.

The central record will record all employees who are employed at the School, including casual workers, supply agency workers whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for students who are not employees, e.g.: specialist sports coach or artist.

The central record will indicate whether or not the following have been completed:

1. identity checks
2. qualification checks for any qualifications legally required for the job
3. checks of right to work in the United Kingdom
4. DBS Children's Barred List information
5. DBS Enhanced Disclosure
6. further overseas records where appropriate.

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

11. DISCLOSURE & BARRING SERVICE RENEWALS OR RE-CHECKS

The School will not re-check DBS Disclosures unless there is a specific reason for doing so. Employees will be required to sign a declaration annually confirming they have no criminal convictions.

DBS Declarations

Where an employee or other contact of the School has a period of 12 weeks or more where they have not worked for any reason, for example maternity/adoption leave or long term absence they will be required to complete a DBS declaration on their first day back into School (see appendix 1).

12. OTHER CONTACTS WITH THE SCHOOL

Exam Invigilators

The nature of the role of exam invigilator is such that the frequency of work is ad-hoc. The School will therefore ask anyone taking up post as an exam invigilator to undertake an enhanced DBS clearance and where the invigilator has not worked for the School for a period of 12 weeks or more they will be asked to complete the School's DBS declaration (see appendix 1).

Volunteers

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.

As with any new employee an identity check and a DBS 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.

If a volunteer becomes a paid employee, then their right to work in the UK should be assessed. A new enhanced DBS Disclosure should also be applied for to reflect their change to an employee.

If assisting on a one-off School trip (not residential), a volunteer does not require a DBS Disclosure, but should be supervised at all times.

Contractors

Contractors may have unsupervised contact with children in which case a DBS Enhanced Disclosure will be required. Ideally contractors should try and work outside of opening hours, if this is not practicable then the following guidelines should be consulted.

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 should undergo a DBS 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. The Building contractors who are most likely to come into School and potentially engage with children are site managers, who will liaise with the School's Building Operations Manager. Where a DBS Enhanced Disclosure is not in place, the contractor must be accompanied at all times whilst on school premises, when children are present.

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 will not be necessary to obtain a DBS Disclosure for such individuals, 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 individuals in the building by getting them to sign in and out in the visitor log and to have them escorted by a DBS cleared employee of the School at all times.

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

Governors

All Governors will be required to complete an enhanced DBS clearance which will be completed under "Academy Governor Volunteer".

Foreign Language Assistants

Foreign Language Assistants working in the UK will need to provide a police clearance certificate prior to taking up their posts. Dossiers from Italy, Belgium, Canada, Senegal, Switzerland, Russian, 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. It is the School's responsibility to ensure that this document is provided. It should not be more than 6 months old when the Assistant produces it.

Work Related Placements at Audenshaw School and Placement of the School's Students outside of the School

Secondary or College Students placed in a School

These students will be supervised at all times during their placement and will not need an Enhanced DBS Disclosure. The School should ensure that the student is suitable for the placement environment. 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.

Teacher Training Students

The University should provide evidence in writing to the School that they have carried out all the same checks that the School would have done if they were their own employees, including DBS Disclosure, identity check etc.

Work Experience and Training Placements

The School offers work experience placements for adults in training as well as young people wishing to have work experience in a school setting. In such cases the vetting is carried out by the applicant's host agency. Students on placements from universities or colleges will be vetted by their place of study and a formal statement of assurance, will be provided to school prior to commencement of their placement. Where secondary school students seek work experience, a statement of assurance as to their suitability will be obtained from their school. Whilst these measures are strictly adhered to the School wishes to assure all volunteers of its commitment to supporting their learning experience and stress that the School values their contribution.

Agency Supply Teachers, Peripatetic Teachers

The School must ensure that any agency used follows the same standard of safer recruitment checks as it does itself. This should be evidenced in writing by the agency. All recruitment checks will be completed prior to their start date in the same way as the School's own employees.

In the School, it is essential to carry out or have evidence of the same standard of checks for all employees and the extended provision even if they are not employed directly by the School. It will be the School's responsibility to ensure that these checks are being carried out. With this in mind, all outside providers will be requested to provide evidence of the same pre-employment checks that the School would complete if they were directly employing the individual 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. The School has the right to view the original copy of the Disclosure from the agency if it contains additional information. Evidence of checks from external providers will be recorded on the Single Central Record.

If evidence is not provided then the School will not allow the peripatetic tutors or agency worker to have unsupervised access to children.

The School will only use supply teaching agencies who demonstrate robust recruitment and selection procedures ensuring that their employees are DBS cleared, have a full face-to-face interview and all the appropriate pre-employment checks and child protection inductions are carried out. The School will ask for written evidence of this from the supply agencies.

As with any external provider coming on to the School premises the School will verify their identity. The provider should be asked to show documents such as a passport or driver's license along with company identification. The School will be given the names of expected guests or outside providers in advance of their arrival on site. The School will be very clear that the named individual is who they say they are.

Visitors to the School

Visitors from the Local Authority, Primary Care Trust and private companies that have Service Level Agreements with School do not have to comply with the aforementioned vetting procedures as their organisations have issued a statement of assurance. These statements assure School that their host organisations have completed enhanced DBS checks on all of their employees who visit school. If these employees will be working directly with students for two or more days a week or four times within any one month their details will be recorded on the SCR. The only fields to be populated will be the visitor's name, DBS number and their organisation name in the address field.

Infrequent visitors such as artists, authors and theatre companies are fully supervised at all times and will not be required to submit DBS verification. Again this is in line with central government guidelines.

Specific guidance for employees organising visits from external agencies:

The following procedures should be followed by all school employees involved in organising visits from external agencies and speakers:

- Prior to the visit, discuss with the visitor how their session will add value to the students' learning experience.
- Ensure the visitor/external agency learning outcomes complement the School's planned programmes or schemes of work and is in line with school policies. (This is particularly important in Health areas e.g. Sex & Relationship Education).
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all students. This may include the age and gender ratio of students, background, ethnicity and culture of students and special education needs (if applicable).
- Provide each visitor with a named school contact.
- Ensure the activity meets Health and Safety guidelines.
- Employees must ensure such visitors are aware of the School's core policies such as Safeguarding/Child Protection and provide access to any further relevant documentation e.g. SRE policy, Drugs/Substance misuse policy, risk assessments.
- Employees must inform the relevant people of the intended presence and remit of visitor: e.g. Principal, Receptionist/Head of Executive Services or HR department.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure the relevant members of staff (i.e. class teacher) are present during the session as they are responsible for class discipline, monitoring and evaluation.

- Ensure the students are given time to reflect on what they have learned.

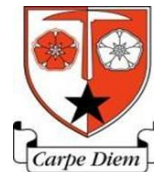
The School contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and, where applicable, fees paid.

13. SAFER RECRUITMENT ON-LINE TRAINING

This will be essential training for the Principal, the Vice Principal and HR Manager and any other designated employees. Other nominated employees will also have access to the training as will Governors. The HR Department will ensure anyone who needs this training is able to access it.

14. DfE SAFER WORKING PRACTICE

School employees will be given a copy of the DfE guidance on Safer Working Practice and Keeping Children Safe in Education including the DfE guidance on PREVENT duty and Female Genital Mutilation and will be asked to sign a Declaration to confirm that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all times.



Appendix 1:

Audenshaw School Disclosure & Barring Service Declaration

Name: _____ **Role:** _____

Under our Safer Recruitment Policy, individuals paid by Audenshaw School who have had a break in service of 12 weeks or more, are required to confirm that they have not had any involvement with the police during this break.

Failure to disclose criminal convictions, cautions, reprimands, bind-overs and any other police involvement that occurs whilst you are undertaking work/volunteering at Audenshaw School, both within and outside of School hours, may result in disciplinary action being taken and may ultimately lead to you being asked to leave or dismissal from Audenshaw School and a referral may be made if appropriate to your professional body where appropriate.

In signing this document, you are confirming that you have nothing to disclose to us under the conditions laid out above.

Online search for shortlisted candidate



- **Candidate Name:**
- **Role Shortlisted for:**
- **Searchers Name:**
- **Date and time of online search:**

Search Parameters	Concerns raised
<u>Google search:</u> The following terms, looking at the first page of results: • Candidate name • Candidate name + current school/employment • Candidate name + previous school/employment • Candidate name + last educational institution attended • Candidate name + job title <u>Social Media:</u> The candidate name was typed into the search function of the following websites: • LinkedIn • X – Formally Twitter (check the top 10 results) • Facebook (check the top 10 results) • Their current school/employer's website	N.B. Only record information that suggests the candidate: • Is unqualified for the role • Poses a potential safeguarding risk • Risks damaging the reputation of the school Don't include any irrelevant personal information

