



RIKKYO SCHOOL IN ENGLAND

Safer Recruitment

Date	Review Date	Coordinator	Headmaster
14/09/2023	14/09/2024	Rikkyo Office	Dr Okano

We believe this policy relates to the following legislation:

- Rehabilitation of Offenders Act 1974
- School Teachers' Pay and Conditions Act 1991
- School Standards and Framework Act 1998
- Data Protection 1998
- Education (Teachers' Qualifications and Health Standards) Regulations 1999
- Employment Relations Act 1999
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Education Act 2002
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- Education Act 2005
- Employment Equality (Age) Regulations 2006
- Work and Families Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Employment Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Independent School Standards Regulations 2010
- Protection of Freedoms Act 2012
- School Staffing (England) (Amendment) Regulations 2012
- Education (School Teachers) (Qualifications and Specified Work) (Miscellaneous Amendments) (England) Regulations 2012

The following documentation is also related to this policy:

- Conditions of Service for School Teachers in England and Wales (Burgundy Book) (Council for Local Education Authorities)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- National Agreement on Pay and Conditions of Service (Green Book) (National Joint Council for Local Government Services)
- School Teachers' Pay and Conditions Document 2013 and Guidance on School Teachers' Pay and Conditions (DfE)

We have a major duty to ensure safe recruitment of school personnel and volunteer helpers to this school as we are committed to safeguarding and promoting the welfare of all children. By creating a culture of safe recruitment that involves undertaking criminal record checks (DBS checks), barred list checks and prohibition checks plus obtaining references and other interview information for all prospective employees, we believe that this will help prevent, reject or identify those people who might abuse children. **Updated to incorporate KCSIE Changes - guidance states that schools and colleges should inform shortlisted candidates that an online search maybe done as part of the pre – recruitment checks.**

We realise that the majority of school appointments is for personnel who will be responsible for the care and supervision of children on a regular basis known as regulated activity and as part of the process of



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safe recruitment all prospective employees will need to have an enhanced DBS check with barred list information.

Under no circumstances will we allow any individual to carry out any form of regulated activity if it comes to our attention that they have been barred.

Also, we are aware that we have 'a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.' (Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE))

We have a duty to ensure that all volunteers in regulated activity must have an enhanced DBS certificate with barred list check. We will not allow any volunteer to work unsupervised with children or work in regulated activity without the necessary checks.

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or belief, sexual orientation or disability. Also, we will take no account of an applicant's membership or non-membership of a trade union.

We intend to deter prospective applicants and to identify and reject applicants who are unsuitable to work with children. Existing employees, employees on fixed or temporary contracts will be invited to apply.

We believe our recruitment and selection process is systematic, efficient, effective and equal.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Aims

- To ensure compliance with all current guidance and legal requirements.
- To ensure the practice of safe recruitment of school personnel and volunteer helpers.
- To ensure that a fair and legal recruitment procedure is in place.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Headmaster

The Headmaster will:

- promote the safeguarding and welfare of children;
- ensure the school operates safe recruitment procedures;



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- organise safe recruitment training for school personnel involved in recruitment;
- all appointment panels to include one person who has successfully passed safe recruitment training;
- ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
- ensure contractors and agencies comply with this policy;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

Safe Recruitment Procedure

When a post becomes vacant or is created then the following procedure takes place:

Job and Person Specification

- For every vacancy a job and person specification will be written and approved.

Job advertisement

- All posts will be advertised internally and externally in order to attract as wide a field of candidates as possible.
- The vacancy will be advertised in the following ways:
 - internally
 - local press
 - national press
 - other teacher publications
- All advertisements for posts will state that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory Disclosure and barring Service (DBS) disclosure (with a Barred List check).
- We welcome any member/s of the present staff to apply.

School and Job Information Pack

- All interested applicants will be provided with an application form, job description and person specification, school handbook, the most recent inspection report, and copies of the Safeguarding and Safe Recruitment Policies.
- All applications will be acknowledged within two weeks.

Short Listing and References

- Short listing will be undertaken by the appropriate sub-committee.
- All applications will be looked at.
- Applicants will be short listed for the post if they suit the job description and person specification.
- Immediately after short listing, references will be sent for those candidates short listed.



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- All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children.
- All references will be checked for consistent information.
- The candidate will be asked to clarify any highlighted discrepancies.

Shortlisted candidates will be sent:

- detailed documentation of the interview process
- directions to the place of interview
- Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs.
- Also, they will be informed if they will have to undertake skill tests as part of the interview.
- All unsuccessful applicants will be notified shortly after the short listing has taken place and any documentation provided returned to them.
- **They will be advised that we may perform an online check as part of our pre- recruitment checks as per updated KCSIE Guidance (we have an appointed a professional company for these checks (Social Media Check Ltd)**

The Interview

- On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people.

Job Offer

- A job offer will be made subject to the following Pre - Employment Checks for the Successful Candidate.

Pre - Employment Checks for the Successful Candidate

Before taking up the post the following checks will be undertaken on the successful candidate:

- References (2)
- Proof of identity with current photographic ID and proof of address
- Provision of a Disclosure and Barring Service (DBS) disclosure (with a Barred List check) where the person will be engaging in regulated activity
- Proof that a candidate for a teaching vacancy is not subject to a prohibition order
- A barred list check if a DBS certificate is not available before an individual begins regulated activity
- Mental and physical fitness from Occupational Health
- Proof of qualifications
- Proof of a right to work in the UK
- Employment history references
- **Social Media Check**

An appointment will not be confirmed until receipt of all of the above.



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Terms and Conditions of Employment

The successful candidate will be sent:

- a letter offering them the job
- a statement of the terms and conditions of employment

The successful candidate will sign and return a form accepting the job and its conditions.

Internal Promotions

If the successful candidate is a present member of staff then they will be sent:

- a letter confirming the variation to his or her terms and conditions
- details of the planned induction programme including a **Health and Safety induction**
- the start date

Induction

The induction programme for all newly appointed school personnel will include The Staff Handbook, all school policies dealing with the safeguarding of children and young people plus receive copies of the DCSF guidance on Safe Working Practice.

Probationary Period

- All new employees will be subject to a satisfactory probationary period during which their progress will be monitored by their mentor.
- Probation interviews will take place in their first and second term after which a recommendation will be discussed to establish whether the employment should be confirmed, extended or terminated.

Single Central Record

We will keep a single central record of recruitment and record checks of:

<ul style="list-style-type: none"> ▪ all teaching staff ▪ support staff ▪ supply teachers 	
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The information recorded will be checks on:

Checks	Date when checked
▪ Identity check	
▪ Barred list check	
▪ Enhanced DBS check	
▪ Prohibition from teaching check	
▪ Checks on individuals living or working outside the UK	
▪ Professional qualifications check	
▪ Right to work in the UK check	



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- scrutiny of the single central register to check the effectiveness of the system to ensure safer recruitment checks are completed for adults, including staff, volunteers and the proprietors.
- Inspectors will review the single central register onsite and sample checks, focusing particularly on adults who have been recruited since the previous inspection
- The chart explains the information required for an effective and single central register that meets the requirements
- All checks marked 'yes' must be completed, whether or not they are recorded on the SCR. All checks marked 'yes' in bold must be recorded on the single central register (SCR)

	Staff	Supply	Proprietors – Members of a body
Name	yes	yes	yes
Post to which appointed	yes	yes	yes
Date on which appointment started	yes	yes	yes
Date on which identity was checked by the school	yes	yes	yes
Date of receipt of confirmation that identity was checked by supply agency	No	Yes – Note 1	No
Date on which qualifications were checked (or N/A if not applicable)	Yes, if applicable	Yes if applicable – Note 1	No
Date on which enhanced DBS certificate was checked by the school	Yes	Yes ⁽⁶⁾	Yes
Date of receipt of confirmation that enhanced DBS was checked by supply agency	No	Yes – Note 1	No
Date on which barred list was checked	Yes	Yes – Note 1	Yes, if in regulated activity
Date on which right to work in UK was checked	Yes	Yes – Note 1	Yes
Date on which overseas checks were received (or N/A if not applicable)	Yes, if applicable	Yes, if applicable – Note 1	Yes, if applicable
Date on which prohibition from teaching was checked (or N/A if not applicable)	Yes, if applicable	Yes, if applicable – Note 1	Yes, if applicable ⁷



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5 Schools are required to check the identity of supply staff on arrival. It is helpful, but not a requirement to include the date of this check on the SCR. 6 This should be the date on which the school has seen the member of staff's DBS certificate. 7 A prohibition from teaching check is required if a person is 'carrying out teaching work'. This is defined in The Teachers' Disciplinary (England) Regulations 2012 as follows: 3.—(1) Subject to paragraph (3), each of the following activities is teaching work for the purposes of these Regulations— (a) planning and preparing lessons and courses for pupils; (b) delivering lessons to pupils; (c) assessing the development, progress and attainment of pupils; and (d) reporting on the development, progress and attainment of pupils. (2) In paragraph (1)(b) "delivering" includes delivering lessons through distance learning or computer aided techniques.

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive periodic training so that they are kept up to date with new information

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headmaster. Changes to the policy will be made in accordance with changes in Legislation or KCSIE guidance and if any processes or security checks require revision.

KCSIE Updates

Recruitment	Updated guidance states that schools and colleges should inform shortlisted candidates that online searches Maybe done as part of the pre – recruitment checks.
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