



**White Hall**  
Academy

**Central Record of Recruitment  
and Vetting Checks  
Policy**

Signed by Chair of Governors: .....

Date: .....

*[Handwritten signature]*  
*30/01/22*

## **Purpose**

1. White Hall Academy is committed to safeguarding the welfare of children and as an employer has a written recruitment and selection policy that complies with the “Safeguarding Children and Safer Recruitment in Education” guidance issued by the DfE in January 2007.
2. Safeguarding and promoting the welfare of children is an integral factor of our School’s management.
3. Robust and rigorous recruitment and selection practices help deter or reject unsuitable applicants from gaining positions within schools and helps to ensure that the workforce is fully committed to the safe welfare of children and are able to contribute to a safe and secure school environment.
4. The purpose of this policy and associated guidance is to collate principles of good practice and to provide guidance that incorporates the nationally recommended approaches to safeguarding children.
5. The measures described in this policy and in the recruitment and selection toolkit are applied in school where adults (including Governors) work with children who are under 18 years of age.

## **Roles and Responsibilities**

6. The Headteacher is responsible for the internal organisation and management of the School.
7. All staff, governors and volunteers have an integral responsibility in ensuring that the School’s environment is safe and secure for children and that appropriate procedures are followed.
8. The Headteacher should ensure that at least one person in the school has completed safer recruitment training either via the NCSL online training website or by attending “Safer Recruitment” training. This person should sit on all staff recruitment panels.

## **Equal Opportunities**

9. The School is committed to equality of opportunity.
10. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.
11. The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school regardless of gender, race, marital status, national or ethnic origin, nationality, disability, sexuality, sexual orientation, age, religion, trade union membership/non-membership, status or number of hours worked.



### **Safeguarding Statement**

12. White Hall Academy is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
13. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates (and Governors) will be subject to an enhanced Disclosure & Barring Service check along with other relevant pre-employment checks.

### **The Recruitment Process**

14. The School will ensure that job descriptions/person specifications are up to date and refer to the responsibility for safeguarding and promoting the welfare of children.
15. The School will ensure that the person specification includes specific reference to suitability to work with children.
16. The School will use application forms to obtain and scrutinise comprehensive information about applicants.
17. The School will ensure that references are obtained that help assess an applicant's suitability for the post through specific focused questions.
18. The School will conduct face-to-face interviews that ask appropriately robust questions.
19. The School will verify the applicant's identity and their qualifications and skills.
20. The School will verify an applicant's previous employment history and experience.
21. The School will ensure completion of mandatory employment checks, such as Disclosure and Barring checks via the Disclosure & Barring Service, together with, where appropriate, Prohibition from Teaching checks and Section 128 Barring Direction from Management check.
22. As part of the recruitment process, shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.
23. Appropriate checks, in the form of a Disqualification form, will be carried out to ensure the individuals employed to work in reception classes, K.S.1 or the wraparound provision (for children up to the age of 8), are not disqualified from working in these settings under the 2018 Childcare Disqualification Regulations.
24. The School will verify that the applicant has the health and capacity for the job.
25. Induction programmes will ensure a "safeguarding children" culture is adopted and embedded into continuing practice.

### **Central Record of Pre-Employment Checks**



26. In addition to the various staff records kept in schools and on individual personnel files, a single central record of recruitment and vetting checks will be kept in accordance with Ofsted requirements.
27. The record will contain details of checks on the following people:
  - a. all staff who are employed to work at the School;
  - b. all staff who are employed as regular supply staff to the School whether employed directly by the School or Local Authority or through an agency;
  - c. all others who have been chosen by the School to work in regular contact with children, including volunteers, governors who also work as volunteers within the School, and people brought into the School to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach or artist.
28. The record of checks will be kept up to date and be readily available for Ofsted and HM Inspectors.
29. For the purposes of creating the record of checks for supply staff provided through a supply agency (whether local authority or commercial), the School will request written confirmation from the supply agency that it has satisfactorily completed all relevant checks. Confirmation should include DBS number and date of issue, proof of right to work in the UK and current photographic ID evidence. The School does not need to carry out or see the checks itself except where there is information contained in the DBS disclosure.
30. Identity checks will be carried out by the School to confirm that the individual arriving is the individual that the agency has referred to the school.
31. Information disclosed as part of a DBS disclosure will be treated as confidential.
32. The central record will indicate whether or not the following have been completed:
  - identity checks;
  - qualification checks for any qualifications legally required for the job e.g. those posts where person must have QTS, NPQH, PGCE, Cert Ed. Additionally, for those applying for teaching posts, registration checks and prohibition from teaching checks are carried out with the Teaching Regulation Agency.
    - checks of permission to work in the United Kingdom;
    - DBS enhanced disclosure; together with the Barred List (List 99)
    - Section 128 Barring Directions – where applicable for leadership/management positions
    - further overseas criminal records checks where appropriate.
    - Disqualification Declaration form in accordance with the 2018 Children Disqualification Regulations.

33. Where the governing body provides services or activities directly under the supervision or management of School's staff, the School's arrangements for staff appointments will apply. Governors will ensure that proper records are kept.

**Protection of Children Act and Referral to the Children's Safeguarding Unit (Barred List) at DfE**

34. There is a statutory requirement for the provision of the Protection of Children Act and Barred List scheme to be applied where employees work in the provision of care services to children.
35. Employees at the School who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which placed a child at risk of harm will be referred to the Children's Safeguarding Unit (Barred List) at the DfE.
36. The record of checks will be kept up to date and be readily available for Ofsted and HM Inspections.

**Associated Policies**

Staff Code of Conduct



