



Recruitment & the Single Central Register Policy

Related documents include:

- Application Form
- Declaration of suitability to work with minors
- Interview Sheets
- Interview Example Safeguarding Questions
- Reference Form
- Reference Form for Non-Teaching Staff
- Reference Request Letter or Email
- Cover Sheet Employment Application
- Staff Training Policy
- DBS Form
- Safer Recruitment Manual

Legal Status:

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal
 - This policy has been written in accordance with 'Keeping Children Safe in Education' (DfE April 2014)
 - The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- The next official date for review is **August 2018**

Introduction

It is the Abbey College's prime concern that our students receive a good education and are kept safe both within the classrooms and the residential setting. To do this successfully we must create a culture of safe recruitment and adopt recruitment procedures that help deter, reject or identify people who might abuse children.

Please note that the following guidelines apply specifically to long term staff at the Abbey College.

When any member of staff is recruited that will have contact with children at the College (i.e., those aged under 18), the following recruitment policy must to be adhered to.

"The Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all current and prospective staff to share the same ethos. The successful applicant can only begin work at the College once they have completed Barred Lists (previously referred to as List 99) and DBS checks, and the College has received and verified two satisfactory references."

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The above statement should be included, as appropriate, in:

- recruitment websites (including www.theabbeycollege.co.uk)
- job descriptions & person specifications

When a job advertisement is placed the following information should be made available via the College website:

- the application form
- the job description and person specification
- pre-interview for the position (if available)

Application Form & Abbey College Declarations

It is poor practice to just accept a CV designed by the applicant as this will only contain the information the applicant wishes to present and may omit details important to the Abbey College. All applicants should also complete an Abbey College declaration form at this stage.

The same application form should be used for all College positions; this should contain the following:

- Full identifying details of the applicant including current and former names, current address and National Insurance number.
- A full history in chronological order since leaving secondary education, including periods of any post-secondary training, voluntary work and full time employment, with start and end dates also stating why the employment came to an end. The applicant must also list any periods they have not been in employment, education or training.
- There must be an area for the applicant to write a statement that includes the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.
- An area for the applicant to list their referees, one referee should be the applicant's current or most recent employer, normally two referees are sufficient. When an applicant who is not currently working with children, but has done in the past, it is important that a reference must be obtained from that employer. The form should make it clear that references will not be accepted from relatives or from people writing solely in the capacity of friends.
- Candidates should be informed that referees may be contacted before the interview.
- Incomplete application forms will not be considered.
- It should also state that whilst email applications will be acknowledged, postal applications will only be acknowledged if the candidate supplies a stamped address envelope.

The Abbey College declaration states that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and blind-overs, including those regarding as 'spent', must be declared. It also requires a signed statement that the applicant is not on the Barred List/List 99 and there is no reason why they should not work with children. Finally, it states that providing false information is an offence and could result in the application being rejected, or dismissed should the candidate have been appointed. The College may also choose to refer the applicant to the police.

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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



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Job Descriptions

As well as the statement from page one, job descriptions should clearly state:

- The main duties and responsibilities of the post.
- The individual's responsibility for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with.

Person Specification

As well as the statement from page one, person specifications should clearly state:

- The qualifications and experience, and other requirements required to perform the role in relation to working with children and young people at the Abbey College.
- Describe the qualities the successful applicant will need to demonstrate

The person specification section should also include the following text:

'In addition to the candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- *Motivation to work with children and young people*
- *Ability to form and maintain appropriate relationships with personal boundaries with children and young people*
- *Emotional resilience in working with challenging behaviours*
- *Attitudes to use of authority and maintaining discipline*

If your application is short-listed any relevant issues arising from your references will be discussed 'at interview'

Acknowledging Receipt of Applications

All email applications must be acknowledged with a simple email that states the application has been received and that the College will only be in touch if the applicant has been shortlisted. If they have not heard from the College for four weeks, they should assume they have been unsuccessful.

Postal applications will only be acknowledged if the applicant provides a stamped address envelope.

Short Listing

All application forms should be checked to ensure they are completed properly and all gaps in employment/education are explained. Incomplete applications should not be accepted and returned to the applicant for completion. A history of repeated changes of employment without any clear career or salary progression, or a lifestyle change of career from full to part time, also needs to be explored and justified.

References

The purpose of a reference is to ascertain the applicant's suitability for a particular post at the Abbey College. For this reason open references (i.e., those pre-written and kept by the applicant) should not be accepted as they are unlikely to include any negative comments and could be the result of a compromise agreement.

It is good practice to request references for short-listed candidates before the interview.

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Reference forms must contain the following:

- a question where the referee can state how they know the candidate.
- a section where the refer can state if they feel the candidate has the abilities and is suitable to undertake the specified position at the Abbey College.
- a question asking whether the referee is satisfied the candidate is suitable to work with children, and if not, why.
- the referee should be asked to state the candidate’s post and salary.
- an area where the referee can comment on the candidates previous performance.
- a question enquiring whether any allegations or concerns have been raised about the applicant’s ability to work with children or young people.

Referees should also receive a copy of the job description and person specification.

If a reference is returned, but it is incomplete, the referee should be contacted.

References should be checked against the applicant’s application form and the references verified with a phone call to the referee if further clarification is required; e.g. if the answers supplied are vague.

If a candidate for a teaching post is not currently employed as a teacher, it is advisable to check with the school they were previously employed to confirm details of their employment and reasons for leaving.

An prospective employee cannot start work at the College until two references have been received and, where necessary, verified.

Equal Opportunities

Prospective employees are asked to complete an Equalities Monitoring Form; this forms part of the application form.

Interviews

When an applicant is invited to an interview they should be informed where and when the interview will take place and who will be talking to them. The invitation should also stress that the identity of the successful candidate will need to be checked thoroughly and that a Barred List/List 99 and DBS will be required. Consequently, all applicants should bring with them original certificates, as well as two original proofs and identification and two proofs of address.

Regardless of the position, the interview panel must consist of at least two people. Following good practice we aim to have at least one member of the interview panel who has successfully passed an appropriate training course*. Names of the staff who have completed this course are listed at the end of this policy.

The members of the interview panel should have the necessary authority and relevant experience to make a decision about an appointment.

The panel should agree a set of questions beforehand that relate to all requirements of the post (including safeguarding the welfare of children) and these same questions should be asked to each candidate. When possible it is best to avoid hypothetical questions as these result in theoretical answers, instead asking questions that relate to how they responded/dealt with a particular situation or their attitude towards their attitude and understanding of relevant College issues.

In addition to assessing and evaluating the applicant’s suitability for the particular post, the interview panel should also explore:

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- the candidate's attitude towards children and young people
- his or her ability to support the authority or College's agenda for safeguarding and promoting the welfare of children
- gaps in the candidate's employment history
- concerns or discrepancies arising from the information provided by the candidate and/or referee

Examples of Safeguarding Questions can be found in the Safer Recruitment File on the Z: drive.

Conditional Offer of Employment – Pre-Appointment Checks

When a job offer is made it should state it is conditional based upon the following:

- Two satisfactory references.
- Two proofs of identification (these should be made against an official document such as a passport, a driving licence or a birth certificate).
- Two proofs of address.
- A processed enhanced DBS form, plus checks from outside the UK if appropriate.
- A Barred List/List 99 check.
- Provide evidence they are legally able to work within the UK.
- Verification on the applicant's mental and physical fitness.
- Verification of professional qualifications.
- Checks that a teacher is not subject to a prohibition order.

These checks need to be confirmed in writing and retained in their staff file. If a photocopy is made of an original document or certificate it must state this in writing on the copy, along with the name of the person who copied the document and the date. To comply with the Data Protection Act, a copy of a DBS form is not kept on file; we do keep a copy of the confirmation of clearance, which is signed and dated when the original DBS form is seen.

The police must be informed if the candidate:

- Is found to be on the Barred List (previously List 99) or their DBS shows they have been disqualified from working with children
- Has provided false information

In the case of agency staff, the College must confirm with the agency that the appropriate checks have been carried out and are satisfactory. The College must also check that the person presenting themselves for work is the same person on whom the checks have been made.

DBS Disclosures

A disclosure is a document containing details of a person's criminal record, including convictions, cautions, reprimands and warnings held on the Police National Computer. The Disclosure and Barring Service (DBS) acts as a 'one stop shop' for the checking of teachers and others working with children. An enhanced disclosure may also contain details of information held on local police records which the police consider to be relevant to the person's post or position, also details of those considered unsuitable to work with children and young persons. Please note that at the College we apply for an Enhanced DBS and do the Barred List check separately.

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The level of DBS check required, and whether a prohibition check is required, will depend on the role and duties of an applicant. For most appointments, an enhanced DBS check with barred list information will be appropriate as the majority of staff will be involved in 'regulated activity'. A person will be considered to be in 'regulated activity' if as a result of their work they:

- Will be responsible, on a regular basis, in any setting for the care and supervision of children; or
- Will regularly work in a school when children are on the premises (where the person's work requires interaction with children whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor)

Information disclosed as part of the DBS disclosure must be treated as confidential, though agencies and other schools can pass this information to the Abbey College, with the candidate's written consent.

The College may request an Enhanced DBS check for anyone working in the school who is not in regulated activity, but may not request a Barred List check.

If the Disclosure shows the applicant has a criminal record, their suitability should be judged bearing all mind all the information received from the applicant so far. If the applicant has previously acknowledged their record, the Abbey College must make a judgement about whether to appoint the candidate bearing in mind the following:

- The nature of the offence: generally speaking, an applicant who has a conviction for sexual, drug or violent offences will not be employed by the College.
- The nature of the appointment: an applicant convicted of drink or drug offences would be unsuitable to transport children.
- The age of the offence: offences which took place many years in the past may often have less relevance than recent convictions. However, convictions for serious violent or sexual offences are likely to still be causes for more concern than an isolated case of dishonesty when the applicant was young. The potential for rehabilitation must be weighed against the need to protect our students.

If the Abbey College decides to employ a person with a criminal record a written risk assessment must be kept on record.

The Disclosure must be kept in secure conditions and must be destroyed as soon as it is no longer required. However, before it is destroyed the College must keep a record stating the date the Disclosure was obtained, who obtained it (i.e., the name of the umbrella organisation), the level of Disclosure and the unique reference number. The Police Act 1997 makes unauthorised disclosure of any information a 'disclosure', a criminal offence; therefore any information received should be treated in complete confidence.

A short period of work is allowed for non-residential staff under controlled conditions, at the Principal's discretion if the DBS check has been delayed. This is only possible if the following conditions are met:

- The position has not been confirmed, and cannot be until the DBS check has been received
- The DBS check has already been submitted
- A risk assessment has been done that ensures loose supervision is in place
- The risk assessment is reviewed at least every two weeks
- The person in question is informed what safeguards have been put in place
- The person has been checked against the Barred List and this check is recorded

A disclosure from a previous employer may be accepted if the person gives written consent (see the Disclosure letter). Disclosure information must be kept secure and destroyed as soon as it is no longer needed. However the following details must be kept':

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- Date of disclosure
- Who obtained it
- The level of disclosure
- The unique reference number

A disclosure must not be accepted if there is a gap in employment of three months or more.

Disclosures are not 'portable' for care workers, which includes those involved in boarding.

Existing Staff

Once a member of staff has been employed further DBS and Barred List checks are not required, unless the College has concerns about their ability to work with children. The College has 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.

Volunteers

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

For new volunteers in regulated activity who will regularly teach or look after children on an unsupervised basis or provide personal care on a one-off basis, the College must obtain an Enhanced DBS and Barred List check. If a volunteer is not engaging in regulated activity, the College should undertake a risk assessment and use professional judgement and experience when deciding whether to seek an Enhanced DBS with Barred List check.

Contractors

Please refer to the College Health and Safety policy.

International Staff or those that have worked Overseas

If a DBS Disclosure is not considered sufficient as it would not cover offences committed abroad, the College should obtain whatever evidence of checking is available from the person's county of origin (or any other countries in which he or she has worked). This needs to be done before the appointment is made.

The London Diplomatic list document on the Foreign and Commonwealth office website and the Centre for the Protection of National Infrastructure provide information as to which checks are available.

A UK national returning after working in a foreign country should be asked to obtain a certificate of good conduct or equivalent from the country in question. Extra references should be requested for applicants from countries which do not provide criminal reference checks.

Where a member of staff has worked in a school in the UK since returning from overseas, the standard checks can be made for subsequent appointments.

Members of the Proprietor Body

Before an individual becomes either the proprietor of an independent school or the chair of a body of people which is the proprietor of an independent school, the Secretary of State will:

- carry out an enhanced DBS check;

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- confirm the individual’s identity; and
- if the individual lives or has lived outside of the UK, making an enhanced check insufficient, such other checks as the Secretary of State considers appropriate.

Where the proprietor is a body of people, the chair must ensure that enhanced DBS certificates are obtained for the other members of the body and that identity checks are completed before, or as soon as practicable after, any individual takes up their position. Further checks as the chair considers appropriate should be undertaken where, by reason of the individual’s living or having lived overseas, obtaining an enhanced DBS check is not sufficient to establish his or her suitability to work in a school.

Secretary of State Prohibition

Prohibition orders prevent a person from carrying out teaching work in the College. A person who is prohibited from teaching must not be appointed to work as a teacher. A check of prohibition can be carried out using the Employer Access Online Service. The Principal has access to the website.

Applicants applying for residential positions who have a partner, spouse or family

To comply with the National Boarding School standards, if an employee has anybody aged 16 plus living with them in a boarding house, they must receive a written agreement that specifies the terms of their accommodation, guidance on contact with boarders, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with children. They must be required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.

Inductions

Once the successful applicant has been appointed an induction programme must be devised. The purpose of the induction is to:

- Provide training and information about the College’s policies and procedures.
- Provide opportunities for the new member of staff to discuss any issues or concerns about their role or responsibilities.
- Enable their line manager or mentor to recognise any concerns or issues they may have and address them at an early stage.

The induction should also include written statements referring to the College’s:

- Policies and procedures associated with safeguarding and promoting welfare, e.g., child protection, anti-bullying policy, etc.
- Safe practice and the standards of conduct and behaviour expected of staff and pupils in the establishment.
- How and with whom child protection concerns should be raised.
- Other relevant personnel procedures, e.g., disciplinary, whistle blowing, etc.

For further details please see the Staff Training Policy.

Single Central Record (Centralised Register)

The College must keep a single central record for all the employees, those who work in regular contact with children in the school and all members of the proprietor body, and must indicate whether the following have been completed:

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- Identity checks
- Professional qualification checks
- Checks that the applicant has the right to work within the UK
- Barred Lists Checks
- Section 128
- Prohibition List
- CRB Enhanced Disclosure/DBS Check
- Further overseas record checks where appropriate
- Gaps in employment checked
- Prohibition from teaching check

The Principal organises, oversees and is responsible for the upkeep of the Single Central Register.

The files of members of staff are regularly spot-checked by the Bursar.

*Safer Recruitment Training

The following Abbey College staff members have successfully completed the online DfE Safer Recruitment course.

Certificates are valid for five years from the date of issue.

| Staff Name | Position | Date Course Completed or Recompleted | Expiry Date |
|---------------|------------------------------|--------------------------------------|---------------|
| Mehran Noor | Bursar | March 2013 | March 2018 |
| Debbie Hughes | Academic Registrar | February 2013 | February 2018 |
| Wendy Roberts | Director of Academic Studies | May 2014 | May 2019 |
| Leo Kouniakis | DOS (EFL) | May 2014 | May 2019 |

In addition to this the following staff have completed the NSPCC Educare course in Safer Recruitment:

- Mehran Noor
- Amy Boutcher
- Debbie Hughes

From September 2014 staff no longer have to complete the official DfE safer recruitment course, but they do need to have completed a recognised training course. The course we choose to use is Educare.

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