



St. Stephen's School
and Children's Centre
Learning for life

Federated Central Record of Recruitment & Vetting Checks Policy

This policy is statutory and will be reviewed every year.

	Date	By	Role	Ratified	Date
Version 1	Autumn 2014	Neena Lall Mark Little	Headteacher SBM	Governing Body	September 2014
Version 2	Autumn 2015	Mark Little	SBM	Governing Body	Autumn 2015
Version 3	Autumn 2016	Mark Little	SBM	Governing Body	Autumn 2016
Version 4	Autumn 2017	Mark Little	SBM	Governing Body	Autumn 2017
Version 5	Autumn 2018	Mark Little	SBM	Governing Body	Autumn 2018
Version 6	Autumn 2019	Mark Little	SBM	Governing Body	October 2019
Version 7	Autumn 2020	Mark Little	SBM	Governing Body	October 2020
Version 8	Autumn 2021	Mark Little	SBM	Governing Body	October 2021
Version 9	Autumn 2022	Mark Little	SBM	Governing Body	December 2022
Version 10	Autumn 2023	Mark Little	SBM	Governing Body	December 2023
Version 11	Autumn 2024	Mark Little	SBM	Governing Body	December 2024
Version 12	Autumn 2025	Mark Little	SBM	Governing Body	December 2025

Purpose

- St Stephen's School 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 DfE.
- Safeguarding and promoting the welfare of children is an integral factor of our school's management.
- Robust and rigorous recruitment and selection practices helps 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 who contribute to a safe and secure school environment.
- 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.
- The measures described in this policy and in the safer recruitment policy are applied in school where adults (including Governors) work with children who are under 18 years of age.

Roles and Responsibilities

- The Headteacher is responsible for the internal organisation and management of the School.
- 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.
- The Headteacher ensures that the leadership team and members of the Governing body have completed safer recruitment training either via the NCSL online training website or by attending "Safer Recruitment" training. These persons should sit on all staff recruitment panels.

Equal Opportunities

- The School is committed to equality of opportunity.
- Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.
- 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

- St Stephen's School 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.
- 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

- The School will ensure that job descriptions/person specifications are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children.
- The School will ensure that the person specification includes specific reference to suitability to work with children.
- The School will use application forms to obtain and scrutinise comprehensive information about applicants.

- The School will ensure that 2 references are obtained that help assess applicants suitability for the post through specific focused questions.
- The School will conduct face-to-face interviews that ask appropriately robust questions.
- The School will verify the applicant's identity (Passport/Driving Licence) and their qualifications and skills.
- The School will verify an applicant's previous employment history and experience.
- The School will ensure completion of mandatory employment checks, such as the Children's List and Enhanced Criminal Records check via the Disclosure & Barring Service.
- The School will verify that the applicant has the health and capacity for the job.
- Induction programmes will ensure a "safeguarding children" culture is adopted and embedded into continuing practice.

Central Record of Pre-Employment Checks

- 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 including identification (Passport/Driving Licence) and Teacher Compliance check.
- The record will contain details of checks on the following people:
 - all staff who are employed to work at the School;
 - 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;
 - 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.
- The record of checks will be kept up to date and be readily available for Ofsted and HM Inspectors.
- 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. The School does not need to carry out or see the checks itself except where there is information contained in the DBS disclosure.
- Identity (Passport/Driving Licence) checks will be carried out by the School to confirm that the individual arriving at the School is the individual that the agency intends to refer to them.
- Information disclosed as part of a DBS disclosure will be treated as confidential.
- The central record will indicate whether or not the following have been completed:
 - Identity checks; (Passport/Driving Licence)
 - Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH, PGCE, Cert Ed. Additionally, for those applying for teaching posts, registration checks with the GTC where appropriate;
 - Checks of permission to work in the United Kingdom;
 - Children's list checks;
 - DBS enhanced disclosure;
 - Further overseas criminal records checks where appropriate.
- 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 (Children's List) at DfE

- There is a statutory requirement for the provision of the Protection of Children Act and Children's List scheme to be applied where employees work in the provision of care services to children.
- 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 harmed, placed a child at risk of harm will be referred to the LA LADO.
- The record of checks will be kept up to date and be readily available for Ofsted and HM Inspections.

Associated Policies

- Staff Handbook
- Child protection policy
- Safeguarding policy
- Whistleblowing
- Safer recruitment