

The Sylvester Primary School

Safer Recruitment Procedures

The school follows the guidance set out in part 3 of [Keeping Children Safe in Education](#).

- The school understands it is an offence to knowingly employ someone who is barred from working with children.
- Everyone employed by the school will be required to have Enhanced DBS and Children's Barred List Checks including third party staff engaged in regulated activity
- Prohibition order checks will be undertaken on all teachers
- The school will provide all potential applicants with information about its child protection policies, procedures and commitment to safeguarding (including the code of conduct for staff and the child protection policy)
- Job descriptions will make appropriate reference to safeguarding
- Applicants will be expected to sign at interview any application forms submitted electronically
- A curriculum vitae will not be accepted by the school
- The applicant will be expected to declare any cautions and convictions not exempt. (Amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.)
- Any cautions or convictions declared by the candidate will not be used to short list the candidate but will be discussed with the candidate at interview
- Structured references will be sought on all shortlisted candidates
- The school will not accept 'open' references but will always seek references from the current employer and those able to indicate someone's suitability to work with children
- The interview panel will always scrutinise references before the interview phase
- The interview panel will prepare additional individualised questions for each candidate in order to explore issues arising from scrutiny of the references and application forms
- An offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks advised by the DfE:

When appointing new staff, The Sylvester Primary School will:

- verify a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available;
- obtain a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity;
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;

- verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
- verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website;
- if the person has lived or worked outside the UK, the school or college should make further checks as appropriate
- verify professional qualifications, as appropriate.

The Sylvester Primary School will always ask for sight of original certificates required to demonstrate professional qualifications:

- The school will not retain a copy of a DBS certificate for longer than six months
- Copies of other pre-employment documents will be retained on the member of staff's personnel file
- Governors engaged in regulated activity or as unsupervised volunteers are required to have Enhanced DBS Certificates with a children's barred list check. It is school policy to require governors to undertake Enhanced DBS Certificates without a children's barred list check even if they are not in regulated activity.
- Unsupervised volunteers are required to have Enhanced DBS Certificates with a children's barred list check. Consideration will be given to requiring supervised volunteers to undertake Enhanced DBS Certificates without a children's barred list check.