



**Youth Engagement Schools Trust**

**Central Record and Vetting Policy**

Approved by: Board of Trustees

Reviewed by: ELT (CH and CW) & Finance, HR and Premises Committee

Latest Policy review: Spring 2023 - Full Board Meeting – 30<sup>th</sup> March 2023

Updated: Spring 2023

Next Policy review date: Spring 2024

## **INTRODUCTION**

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

## **STATUTORY REQUIREMENTS**

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and other senior leaders. These requirements change from time-to-time and must be met.

## **IDENTIFICATION OF RECRUITERS**

The Youth Engagement Schools (YES) Trust will always have one recruiter that has successfully received accredited training in safe recruitment procedures. This includes both at shortlisting and interview stages.

## **INVITING APPLICATIONS**

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The YES Trust is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced DBS disclosure and accompanying documentation.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school's child protection policy;
- the school's recruitment policy (this document);
- the selection procedure for the post;
- an application form.

All prospective applicants must complete, in full, an application form. No CVs will be accepted other than in addition to a fully completed application form.

## **SHORT-LISTING AND REFERENCES**

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. As this is not always feasible, any jobs offer made are always subject to verified, satisfactory references.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. If a candidate provides a referee who is a spouse or close family member, then an alternative referee will be sought. Referees must come from two separate sources. If a candidate provides two references from the same employer (for example deputy head and headteacher of the same school), then a third reference will be sought.

Referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies and to confirm the reference came from a legitimate source. A written note will be kept of such exchanges and kept on the employee's personnel file.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

Trust employees are entitled to see and receive, if requested, copies of their employment references.

An on-line check will be performed on shortlisted candidates. This will include local internet searches against name and locations listed on their application forms. In the event these searches reveal anything of concern, this will be discussed with the candidate at interview. The stated aim in KCSIE of this is that it "may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at the interview."

## **THE SELECTION PROCESS**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Interviews will always be conducted by at least 2 people.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

There must always be a member of staff / governor / trustee on the interview panel that has completed Safer Recruitment Training in the last 24 months.

Records must be made of all recruitment discussions and retained for 4 months on the event of any challenge to the recruitment decision. Care should be taken to be inclusive and avoid both potentially discriminatory practice and unconscious bias (recruiting people who are like you/ making assumptions). The Equality Act 2010 applies to all staff/ possible staff from the start of the recruitment process.

## **EMPLOYMENT CHECKS**

All successful applicants are required:

- to provide proof of identity
- to complete an enhanced DBS disclosure application and receive satisfactory clearance
- DfE number checked (where applicable)
- Overseas police/criminal checks including EEA Teacher Sanctions (where applicable)
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

## **INDUCTION**

All staff who are new to the trust will receive induction training that will include the academy's safeguarding policies and guidance on safe working practices. This is provided in the Staff Handbook.

Regular supervision meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

It is the responsibility of headteachers/line managers to ensure inductions are carried out.

### **SUPPLY STAFF**

All agencies are required to supply written confirmation of their vetting procedures confirming that all appropriate checks have been undertaken for any staff engaged on a supply contract.

Agency staff will be required to present in school, photo ID and a copy of their DBS on the first day of their engagement to confirm the school has undertaken identity checks.

### **ONGOING CHECKS**

Where employees are registered on the DBS Update service, this will be checked every 3 years. The trust will update DBS checks every 3 years for those staff not on the update service.

### **Single Central Record**

Each academy in the trust maintains a Single Central Record (SCR). This record is electronically stored on the academy's server (or suitable alternative in line with the Data Protection Policy and advice from ICT Consultants) and backed up securely.

The trust also holds a SCR for its centrally employed staff, which is available for its Academies.

These records are checked each term during a recorded safeguarding audit to ensure the records are being kept up to date.

The following checks must be recorded on the SCR and where applicable, show the date the check was carried out for the staff member in question:

Name

Date of Birth

Address

Start Date

Job Title

Dates of ID, Proof of Address and Eligibility to work in the UK seen

Visa and Overseas police checks completed (if applicable)

Dates of Qualifications including QTS seen – Teachers Reference Number for all Qualified Teachers

Date of Barred List Check

DBS Reference No.

DBS Certificate Date

Childcare Disqualification Check (Staff in Schools with Primary Children)

Teaching Disqualification Check

S128 Check – SLT and those with line management responsibility

Dates of References and who verified them

Additional Records:

Date Safeguarding Training Undertaken

Date Prevent Training Undertaken

Date Safer Recruitment Training Undertaken (headteacher and DSL must complete)

Date DSL Training Undertaken (schools must have at least two people trained as a DSL)

Associated Policies

- Safeguarding
- Data Protection