



Safer Recruitment Policy – Maranatha Christian School

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Introduction

Safer recruitment is an important part of safeguarding children and is the first step to safeguarding and promoting the welfare of children in education. Maranatha Christian School is committed to safeguarding and promoting the welfare of all pupils in its care and expects all staff and volunteers to share this commitment.

It is vital that there is a culture of safe recruitment and we have adopted recruitment procedures that will deter, reject and identify people who might be unsuitable to work with children and young people. All elements of this Safer Recruitment Policy ensure that the recruitment and selection processes outlined:

- Meet the requirements of Keeping Children Safe in Education (KCSiE) September 2023.
- Are robust
- Have relevant vetting and checking procedures
- Include a robust induction
- Provide an ongoing training infrastructure



This policy outlines the steps this school will take to ensure those employed are safe to work with children and young people and its main purpose is:

- To prevent unsuitable people working within our school
- To attract the best possible candidates to work in our school
- To create and maintain a safe workforce

The recruitment and selection process should ensure the identification of the person(s) best suited to the job at the school based on the applicant's abilities, qualifications, experience and attitude as measured against the job description. All those involved in the recruitment and selection of staff will ensure all processes are conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

Roles and responsibilities

It is the responsibility of the Governing Body to monitor and review the effectiveness of this policy and to be familiar with the DfE guidance 'Keeping Children Safe in Education' and its specific requirements related to Safer Recruitment.

It is the responsibility of the Headteacher to ensure that structures are in place to support the effective implementation of this policy and that all appropriate pre-employment checks are carried out on all staff who work at the school.

Both the Governing body and Headteacher will ensure before convening any interview panel that at least one member of the interview panel has completed Safer Recruitment Training.

The Interview Panel will ensure that child protection/safeguarding matters are central to the interview process. Any member of staff involved in the recruitment and selection process will ensure they comply with all the elements of this policy.

When advertising vacancies:

- The Job Description will be available on request
- The Salary will be available on request
- The Trust Document and School policies will be available on request

Candidates will be requested to complete an Application Form

On receipt of applications all candidates will be considered with reference to the guidelines detailed in Keeping Children Safe in Education 2023.

Employment history will be carefully considered to identify any gaps. All candidates will be assessed equally against the criteria contained in the Job Description without exception or variation and without unlawful discrimination.

References will be sought and examined thoroughly, where possible, prior to an interview.

Online searches will be carried out on shortlisted candidates to explore at interview.

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Interviews

There will be a panel of two or more people; the Headteacher and at least one of the Trustees.

A range of questions will be asked to ascertain the candidate's suitability:

- for the job
- to work with children
- to work in a Christian environment
- to follow the School's policies

If, for whatever reason, references are not obtained before the interview, the candidate will be asked if there is anything they wish to declare or discuss in light of the questions that have been (or will be) put to their referees.

A successful candidate's position will be conditional upon:

- a successful enhanced DBS disclosure
- two satisfactory references
- verification of the candidate's identity
- their right to work in the UK
- verification of the candidate's medical fitness
- verification of qualifications (if not verified after the interview)
- verification of professional status where required
- childcare by disqualification self-declaration form completion

Should the DBS or any other check flag a concern, consideration would be given to rehabilitation.

Induction

All newly appointed staff will take part in Induction Training; which should take place before the start of a new term, to include:

- Job Description requirements
- Familiarisation with all School Policies, including those related to:
 - safeguarding and promoting welfare
- safe practice and the standards of conduct and behaviour expected of staff and pupils in school
- how and with whom any concerns about those issues should be raised; and other relevant personnel procedures e.g. disciplinary, capability and whistle-blowing
- Child Protection and safeguarding training

Appointing new staff

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks.

When appointing new staff, we will:

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- Verify their identity
- Obtain an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, and criminal records checks or their equivalent
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state
- Ask for written information about previous employment history and check that information is not contradictory or incomplete

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments.

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Regulated activity means a person who will be:

- Responsible, on a regular basis in school for teaching, training, instructing, caring for or supervising children
- Carrying out paid, or unsupervised unpaid, work regularly in school where that work provides an opportunity for contact with children
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult:

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- Where the 'harm test' is satisfied in respect of the individual (i.e. that no action or inaction occurred but the present risk that it could was significant)
- Where the individual has received a caution or conviction for a relevant offence
- If there is reason to believe that the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#)
- If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors or use the DBS update service to check a DBS where the contractor has signed up for this service and is able to provide photographic ID and a show their original DBS.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006.

Volunteers

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We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Trustees

- All trustees will have an enhanced DBS check without barred list information and section 128 check
- Trustees who have been delegated management responsibilities will also have a section 128 check
- They will have an enhanced DBS check with barred list information if working in regulated activity
- The chair of the board of trustees will have their DBS check countersigned by the secretary of state.

All trustees, proprietors and local governors will also have the following checks:

- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Pupils staying with host families

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.



Checklist	Completed (Date)	Information as required
Prior Interview		
Completed application, CV and covering letter		
Appointment made for initial interview with Head (phone or in person)		
References completed <ul style="list-style-type: none"> • 2x professional • 1x personal • 1x church if not included in the personal one 		
Initial interview screening completed including online search		
Interview		
1x trustees and Head agree date and times for second interview		
Identification verification		
Specific areas to be covered in interview <ul style="list-style-type: none"> • Identification verification • Full disclosure of job history • Church and faith background • Has the prospective employee ever had an allegation that could prevent them from working with children (in any setting). These may have been reported to Social Services, Police, CPAS, LA, child setting, church, etc • Review of references and anything that arises from these • Check to see if there are any concerns regarding the prospective employee's work with children or vulnerable adults • Experience for the role • Qualifications for the role 		



<ul style="list-style-type: none"> • Specific questions aimed at understanding the prospective employees experience (evidence-based questions) • Understanding of required package 		
Post Interview		
Decision from the panel as to the suitability for the role		
Communication to prospective employee regarding the next steps		
Proposal for decision to trustees		
Decision by employee		
Decision communicated by Chair or Head to prospective employee		
If a positive decision:		
Letter/email to employee, conditional on the basis of all further checks		
Complete all other checks as per induction checklist		