

Safer Recruitment Policy and Procedure	
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Compliance lead	Director of People, Employee Engagement and PSTE
Agreed Policy file name	Safer Recruitment Policy and Procedure
Agreed policy location:	RMT Website RMT Information area\Policies and Procedures (internal access only)

### AIMS OF THE POLICY:

Ruskin Mill Trust Limited (the Trust) is committed to safeguarding and promoting the welfare of children and adults at risk. To achieve this commitment we will ensure the continuous development, improvement and review of robust safeguarding processes and procedures that continuously promote a culture of vigilance in respect of safeguarding within our organisation.

This policy sets out the minimum requirements of the Trust’s recruitment process, taking in due consideration of the statutory guidance Keeping Children Safe in Education (September 2018) that aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children and adults at risk;
- Identify and reject applicants who are unsuitable for work with children and adults at risk.

All appointing managers and interview panel members will be briefed on this policy before selecting applicants for interview or interviewing. At least one member of each interview panel will have undergone training in Safer Recruitment.

This Policy may be amended, withdrawn, suspended or departed from at the discretion of the Trust. While it does not form part of any employee’s contract of employment and is entirely non-contractual, all employees are required to adhere to the policy and any failure to comply with any aspect of the policy may be treated as a disciplinary matter.

### PROCEDURES

#### INVITING APPLICANTS

All recruitment advertisements will if a DBS disclosure is required include the statement:

*“Ruskin Mill Trust is committed to safeguarding children and adults at risk. All appointments are subject to receipt of satisfactory enhanced Disclosure and Barring Service disclosure”.*

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

- Job description and personal specification (where available);
- Application form including equal opportunities monitoring form;
- Selection procedures for the post;

All prospective applicants must complete, in full, an application form. The Trust will not accept Curriculum Vitae from applicants in support of or in place of an application for any post within the Trust.

The Trusts Safer Recruitment Policy and Procedure will be available on the Trust's website or a hard copy can be requested from the Department of Human Resources.

## 2 SHORT LISTING AND REFERENCES

2.1 Short-listing of candidates will be against the personal specification for the post, or where this is not available against criteria, which has been agreed in advance of the role being advertised.

2.2 Where requested and where possible, references will be obtained before the selection stage, so that any discrepancies can be probed during the selection stage.

- 2.3 References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted. The Trust will require a minimum of two satisfactory references in order to ascertain suitability to work with vulnerable groups. References **must be** obtained from the current or most recent employer (school/college/university). Where the candidate has worked in either care/education establishments within the last 5 years references must also be sought from these employers.

2.4 Where deemed necessary, previous employers who have not been specifically named as referees may be contacted in order to clarify a reason for leaving or any anomalies or discrepancies that have been identified. A detailed written note will be kept of such actions.

2.5 Referees will always be asked specific questions regarding:

2.5.1 The candidate's suitability for working with children and adults at risk;

2.5.2 Any disciplinary warnings or sanctions, including time-expired warnings, that relate to the safeguarding of children and adults at risk:

2.5.3 The candidate's suitability for the post that they have applied for.

## 3 THE SELECTION PROCESS

3.1 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.

3.1.1 Interviews will always be face-to-face.

- 3.1.2 All job descriptions and person specifications will have reference to safeguarding.
- 3.2 Safeguarding questions will be included within the question plans that will be issued to the interview panel members. These must be asked at interview to identify how aware applicants are of safeguarding practices, to set the agenda for any future training needs (if their application is successful) and also to help in determining their suitability for the post they have applied for.
- 3.3 Candidates will always be required to:
  - 3.3.1 Explain satisfactorily any gaps in employment;
  - 3.3.2 Explain satisfactorily any anomalies or discrepancies in the information available to the recruiting panel;
  - 3.3.3 Declare any information that is likely to appear on a DBS disclosure;
  - 3.3.4 Declare if there are any other countries that they have resided in for a period of three months or more;
  - 3.3.5 Demonstrate their capability and commitment to safeguard and protect the welfare of children and adults at risk.
- 3.4 Ruskin Mill Trust will:
  - 3.4.1 Confirm the outcome of the interview to the applicant within a reasonable timescale;
  - 3.4.2 Give detailed feedback on the interview if requested by the applicant;

## 4 HEADHUNTING

Ruskin Mill Trust may on occasion choose to use headhunting as the recruitment method of sourcing the most suitable candidate for a role. This will only be done with the approval of the Director of Human Resources to ensure that there is still due consideration for the Trust's Safer Recruitment practices. Any applicant who is selected via this method must still provide all evidence required under SAFER Recruitment and undergo the same rigorous vetting as all other applicants.

## 5 EMPLOYMENT (VETTING) CHECKS

- 5.1 All successful applicants are required to:
  - 5.1.1 Provide proof of identity (to include photographic evidence);
  - 5.1.2 Provide proof of eligibility to live and work in the UK;
  - 5.1.3 Complete a DBS disclosure application and receive satisfactory clearance (subject to the requirements of the role, see section 5.2 below);
  - 5.1.4 Produce police checks from all countries that they have resided in for a period of more than 3 months since the age of 18;

- 5.1.5 Provide original certificates of qualifications they claim to hold;
- 5.1.6 Complete a confidential health questionnaire (only after any offer of employment has been made) and receive satisfactory clearance to ensure that they are mentally and physically fit to carry out their work responsibilities;
- 5.1.7 Assist the Trust in gaining a minimum of two references that are satisfactory to the Trust. These references will be reviewed and if deemed necessary there will be follow up discussion prior to the appointment being confirmed.

## 5.2 Disclosure and Barring Service (DBS) check

For most appointments, an enhanced DBS check, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:

- 5.2.1 Will be responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- 5.2.2 Will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- 5.2.3 Engage in intimate or personal care or overnight activity, even if this happens only once.

For all other staff who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors who would have the opportunity for contact with children and who work under a temporary or occasional contract.

For clarification, a supervised volunteer who regularly teaches or looks after children is not in regulated activity.

The Trust encourages all staff to join the DBS Update Service and will pay the annual cost for this certificate on the condition that the Trust is then able to check on a regular basis that no new information has been added to the certificate since its issue. This Trust will undertake this check on a minimum of a three yearly basis.

## 5.3 Additional Prohibition Checks

In addition, anyone who is appointed to carry out teaching work will require an additional check to ensure that they are not prohibited from teaching.

For those engaged in management roles in independent schools an additional check is required to ensure that they are not prohibited under section 128 of the Education and Skills Act 2008. This includes members of the governing body and the proprietor.

For those working or in a management role of a childcare provision or a school with children aged 7, additional checks will be made to ensure that the individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.

## **6 AGENCY STAFF**

The Trust must ensure that they have obtained written notification in the form of a Certificate of Compliance from any agency, providing details of the vetting checks carried out on an individual who will be working within the provision. These checks are at the same level, as the Trust would obtain for its own direct employees.

The Trust must also check that the person presenting themselves for work is the same person on whom the checks have been made. This will be validated via photographic identification, evidence of the workers original DBS certificate and evidence of their home address.

## **7 VOLUNTEERS**

Volunteers who may undertake unsupervised work will be required to undertake the same level of vetting as members of staff.

Where a volunteer is only attending the provision for a short period of time (less than 2 weeks), then a decision will be made as to the level of vetting that must be undertaken through a safeguarding risk assessment, and if not all vetting is to take place then they must be supervised at all times. It should be noted that this supervision requires that;

- 7.1 they must be supervised by a person who is in regulated activity; and
- 7.2 the supervision must be regular and day to day; and
- 7.3 the supervision must be “reasonable in all the circumstances to ensure the protection of the students”

## **8 INDUCTION AND PROBATION**

- 8.1 All new staff will undergo an induction that will include the Trust’s Safeguarding policy and clear guidance on safe working practices. All new staff taking up employment with the Trust will be enrolled onto the Trust’s Introduction to Ruskin Mill Trust, which forms the core of an induction process into the vision, values and methods of the Trust. The programme includes statutory training elements that are compliant with regulatory bodies and local authority requirements.
- 8.2 All new staff will be subject to a probation period as detailed in the Trust’s probation policy, which provides a formal framework for ensuring that the standards of performance set by the Trust are fully communicated and that required standards are being met and maintained. During the probationary period, the individual’s practice in respect of safeguarding will also be monitored. Any areas of concern will be highlighted and addressed with the individual.
- 8.3 Only in exceptional circumstances will a member of staff be permitted to start work prior to their full clearances being in place. Such a decision will be taken by the provision lead in consultation with the Director of Human Resources, and will be subject to a full safeguarding risk assessment being conducted and mitigating

actions identified, which will include as a minimum supervision of the member of staff at all time. Working under a risk assessment will not be permitted for any staff working directly with children, young people or vulnerable adults.

#### IMPACT OF NON-COMPLIANCE FOR:

Staff	Poor practice, disciplinary processes up to and including dismissal
Students	Risk of abuse and harm, inappropriate teaching
Legislation / organisation	Risk of litigation and reputational damage.