



Griffin Schools Trust Safer Recruitment Policy

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1. Safer Recruitment

The Griffin Schools Trust (GST) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Accordingly, this policy complies with The Education (Independent School Standards) Regulations 2014 and the current DfE guidance document 'Keeping Children Safe in Education'.

Matters relating to child protection, safeguarding and the promotion of the welfare of children will be central to the recruitment process, starting with the planning of recruitment needs through to the selection exercise and appointment itself. Particular measures to ensure safe recruitment practice, compliant with DfE advice, are identified throughout this policy. The Trust may have a responsibility for ensuring that safe recruitment checks are carried out to both paid staff and volunteers alike. Selection panels have responsibility for ensuring the implementation of these measures. The safeguarding measures noted in this policy are neither exhaustive nor intended to obviate the need to refer to the most recent DfE guidance.

With this in mind, all job descriptions will make reference to the responsibility for safeguarding and promoting the welfare of pupils. The job description will clearly set out the extent of relationships and contact with pupils and the degree of responsibility for children and young people that the post holder will have.

A statement of the school's commitment to the safeguarding and promotion of the welfare of pupils will be included in both the job description and the person specification.

All person specifications will give consideration to the need for the post holder to be suitable to work with children and young people. Qualifications, experience, competencies and qualities needed for the role will be identified, along with an explanation of how they will be assessed during the selection process.

GST has put in place procedures to ensure that thorough and relevant checks are undertaken in the appointment of all staff and volunteers, and particularly those who are likely to have unsupervised contact with children, young people or vulnerable adults.

At least one member of the interview panel will have completed appropriate safer recruitment training.

For all posts, the following vetting checks are carried out **prior to interview**, or on the day of the interview itself:

- Identity documents including photographic identity
- Proof of eligibility to work in the UK

This measure is known to deter unsuitable persons from seeking to work with children and emphasises the importance the Trust places on checking suitability at the earliest stage.

For all posts, the following vetting checks are carried out prior to confirming appointment:

- Qualifications certificates where there is a requirement to have specific educational or technical qualifications/memberships, proof of attainment will be required.
- Credit Reference Check for some roles, such as those involved in financial transactions, the organisation reserves the right to undertake a credit reference check as part of the pre-employment checks process.
- Employment references will comply with the following requirements:

- Usually 2 satisfactory employment references are required covering the last five years (including for internal applicants). These should normally be from the candidate's current or most recent employer. Where a candidate has provided different references this should be investigated.
- Any applicants currently or previously working in a school or other education setting should be expected to give the head teacher/principal of that establishment as one referee
- References from family members or friends are not acceptable.
- All shortlisted applicants will be notified that any relevant issues arising from references will be taken up at interview.
- Medical fitness should be confirmed prior to confirmation of appointment. It should be noted that GST complies with the requirements of the Equality Act 2010 by omitting questions regarding a candidate's health, disability or information relating to levels of sickness absence as part of references obtained prior to a job offer being accepted.
- Conflict of interest: The successful candidate will be asked to complete and return a standard conflict of interest declaration before appointment.
- A self-declaration to disclose any previous spent/unspent convictions and disciplinary or capability procedures.
- Prohibition: the Trust will carry out additional checks on relevant staff to ensure that they have not been barred from working with children.
- Disclosure and Barring Service (DBS) check if eligible. All appointments to posts involving direct work with children and/or regulated activities with adults will be subject to an Enhanced Disclosure from the DBS, and agreement to re-check every three years.
- KCSIE recommends online checks are carried out on all shortlisted candidates who must be made aware of this part of the process. The person doing the checks shouldn't have any involvement in conducting interviews or making decisions about recruitment. It is also recommended that the Single Central Record is updated with the date the searches took place.

2. Modern Slavery

GST is committed to the highest standards of ethical conduct and will not engage in, or condone, the practices of domestic servitude, sexual exploitation, forced marriage, forced criminality, and forced labour under the requirements of the Modern Slavery Act 2015.

GST will not employ any individual who cannot demonstrate that s/he has the right to work in the UK, regardless of the individual's colour or apparent race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide ongoing evidence of that right during employment.

GST's workforce is made up of a rich variety of professional and highly skilled and committed people. GST values the diversity that this brings to its community as it strives to provide a safe environment and improve the standards of teaching and learning for all pupils. To ensure the continued high standards of contributions, we will:

- Use, as our preferred sources of supply staff, agencies that operate to high quality standards, particularly in terms of recruitment checks and legislative compliance;
- With appropriate adjustment, adopt similar recruitment measures for contractors as for employees, and for volunteers as for paid staff.

3. DBS Check Guidance

1. DBS checks are undertaken for all staff that are likely to have contact with children, young people or regulated activities with adults during the course of their work with GST. The requirement for an employee to undertake a DBS check will be confirmed by HR.
2. Recruitment adverts and/or job descriptions will state whether the posts is subject to a DBS check. Checks will be undertaken as part of the recruitment process and/or if a paid or unpaid member of staff is identified as working in a role that has unsupervised access to children, young people or a vulnerable adult. Thereafter DBS checks will usually be carried out on a rolling three year basis.
3. All applications must be made using the application form for the position to ensure receipt of relevant personal data, education and employment history, declaration of relationships, details of referees, declaration of criminal record and any disqualifications and a statement of personal qualities and experience. Applicants will be asked to attach details of any cautions, convictions, reprimands and final warnings that are not protected (filtered out), as well as any other relevant information to the completed application form in a sealed envelope marked as 'confidential'. All applications should be signed to confirm that the information the applicant has submitted is accurate and truthful.
4. Checks are undertaken via an external agency and may take up to 6 weeks to be completed. As such, checks will be initiated as soon as possible when an employment offer has been made.
5. When a DBS check has been completed, the manager will be notified of the outcome.
6. A criminal record does not prevent employment at the GST. A thorough risk assessment will be carried out prior to a decision on employment being made.
7. Where the DBS check details previous convictions HR will transfer the relevant information into a Risk Assessment Form and be responsible for discussing the disclosed convictions(s) with the individual.
8. The areas covered in the Risk Assessment form, and which need to be completed are:
 - Whether the conviction or other matter is relevant to the position in question
 - The seriousness of the offence
 - The length of time since the offence occurred
 - Whether there is a pattern of offending or other relevant matters
 - Whether the individual's circumstances have changed since the offending behaviour
 - The circumstances surrounding the offence and the explanation offered by the individual involved
 - The potential for the issue to bring the organisation into disrepute, or undermine the integrity of GST.
9. Where, following the risk assessment, either the manager and/or HR believe that there is a risk in retaining the individual in the role, to people that work with GST and/to the reputation of GST, this must be discussed with the Chief Executive to agree appropriate action. This may mean redeployment where this is possible, or disciplinary action. In the interim, arrangements must be made to ensure that the employee ceases to have contact with children, young people or regulated activities with adults unless accompanied by another employee.

This policy must be read in conjunction with GST DBS Policy. Further guidance on DBS checks which can be found at: <https://www.gov.uk/dbs-check-applicant-criminal-record>

DBS Risk Assessment Form

Candidate/ Employee Name		Start Date	
Job Title		Team	
Type of Disclosure		Date of Disclosure	

Nature of Offence(s)
Length of time since the offence(s) occurred
Seriousness of the offence(s) including details of sentencing
Circumstances surrounding the offence(s)
Griffin Schools Trust legal obligations

Duties and responsibilities of the employee	
Does the role involve direct responsibility for finance or items of value? If so, do the offences have an impact on this?	
Does the role involve direct contacts with members of the public or residents? If so, do the offences have an impact on this?	
Does the nature of the role present any realistic opportunities to re-offend during the course of their work for Griffin Schools Trust?	
Individual's explanation and comments	

Risk Assessor Recommendations			
Agreed Action			
Risk Assessor Name		Signature	
Job Title		Date	