



**KITE COLLEGE**  
Kent Inclusive Technical Education

# Safer Recruitment Policy

Date: November 2023

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Authorised Principal: Steve Badder/Sarah Miller

**Review Date: September 2024**

**Signed: Principal .....**

**Signed: Chair of Trustees.....**

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## Safer Recruitment:

The Principal, Board of Trustees and staff at KITE College take the safety and safeguarding of all its learners extremely seriously. This policy should be read in conjunction with the following documentation:

Keeping Children Safe in Education

Staff Code of Behaviour Policy

Whistle Blowing

Child & Adult Protection & Safeguarding

Staff Induction

To ensure that all KITE College's Safer Recruitment procedures represent the best practice possible, the Principal and Trustees follow these principles:

Department for Education "Working Together to Safeguard Children Statutory framework 2022".

Charity Commission Safeguarding

- Kent County Council/SPS Policy for Safe Recruitment will be adopted and form part of the Colleges policy;
- Kent County Council Minimum Safer Recruitment Standards will be met or exceeded;
- Any advertisements for vacancies will stress the importance the College places on Safer Recruitment and that Enhanced DBS (Disclosure and Barring Service) checks and PO (Prohibition Order) checks will be carried out as part of every appointment process;
- References will be taken up in advance of any interview wherever possible;
- Any job offer will be contingent upon the receipt of two satisfactory references and the successful completion of the Enhanced DBS and PO checks;
- The provenance of any reference received will be checked before it is accepted;
- Any questions raised by application forms or references will be checked during interview;
- EVERY recruitment panel will comprise at least two people, at least one of whom MUST have undertaken Safer Recruitment Training;
- The list of trustees and staff who have completed Safer Recruitment training will be regularly reviewed and updated as part of the annual Trustee Board check on Safeguarding. This is the responsibility of the Chair of Trustees and the Designated Trustee for Safeguarding;

- The details of all staff and volunteers will be kept on the Single Central Record which will be updated whenever necessary and checked and signed monthly by the Principal;
- Any reference requested by other agencies for current or ex staff members must be agreed by the Principal so safeguarding can be assured.

## Roles and Personnel Responsible:

<b>Designated Trustee person(s) for Safeguarding:</b>	Nikki Clark
<b>Designated Safeguarding Lead (Leadership)</b>	Sarah Miller
<b>Deputy Designated Lead person/s for Safeguarding:</b>	Alison Websper Allison Burrows Marie Sacre Stuart Cumming
<b>Safer Recruitment Trained person/s of interview panels</b>	Nikki Clark Bob Law Alison Websper Sarah Miller

This policy and the College practice in relation to Safer Recruitment will be reviewed annually as stated in college policy review cycle planner and whenever there is any updated guidance from either Kent County Council Safeguarding team or the DfE.

## Introduction

This policy has been developed to embed safer recruitment practises and procedures throughout KITE College and to support the creation of a safer culture by reinforcing the safeguarding and well-being of all young people in our care. This policy complies with guidance outlined in “Keeping Children Safe in Education” and will be ratified by the Board of Trustees and reviewed annually.

This policy reinforces the expected conduct outlined in the Code of Conduct for Staff as well as the College’s Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all learners, staff and others within the college community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- Attracting the best possible candidates/volunteers to vacancies
- Deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- Identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

KITE College is committed to using procedures that deal effectively with those adults who fail to comply with the College's safeguarding and child and young people protection procedures and practices.

As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Officer for the local authority (LADO) within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- Behaved in a way that has harmed a child, or may have harmed a child or young person
- Possibly committed a criminal offence against or related to a child or young persons
- Behaved towards a child/children, young person/people in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children or young people
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation is dismissed or resigns because of misconduct towards a learner and we may refer any concerns we have before the completion of this process.

## Roles and Responsibilities:

The full Board of Trustees will:

- Ensure the college have effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education Guidance and Legal Government and Kent County Council Requirements.
- Monitor the College compliance with them.
- Ensure that appropriate staff and trustees have completed safer recruitment training which is always updated.

## Lead Safeguarding Trustee will:

- Work alongside the Safeguarding team Senior Leadership Team (SLT) Lead for Safeguarding and other relevant staff to understand & improve practises across the College.
- To lead responsibility for key areas on behalf of other trustees to monitor closely, support annual audits, reporting back to the board, ensuring wider oversight is informed by a safety and safeguarding perspective.
- Along with the DSL and the SLT, oversee and present to the Full Board of Trustees Committee the Annual Safeguarding Review.

- Oversee and ensure that all policies, procedures and practices relating to safeguarding are fit for purpose, with appropriate DSL and the SLT and wider trustee involvement in the review and development of these.
- Support and advise staff and Board to ensure we are meeting our responsibility for oversight and assurance on safeguarding.
- Support safeguarding and safety-driven working as part of a 'culture of care'.

The Principal will:

- Ensure that the College operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance.
- Ensure that all appropriate checks have been carried out on staff and volunteers in the College through monitoring the college SCR.
- Monitor any contractors and agencies compliance with this document ensuring appropriate checking and recording procedures are in place.
- Promote the safety and well-being of children and young people at every stage of this process.
- Ensure all staff have the required information, knowledge and skills to ensure staff are able to keep our learners safe.

## Safer Recruitment Process

### 1. Job descriptions and person specifications:

- 1.1 The job summary forms the basis for the job advert and the selection criteria for the recruitment process.
- 1.2 Personal values and behaviours are particularly important in relation to safeguarding and must be clearly outlined in these documents.
- 1.3 The job description must emphasise the requirements for compliance with policies and procedures and client confidentiality.
- 1.4 All job descriptions will clearly state the post holder's responsibility for promoting and safeguarding the welfare of children and young people.

### 2. Advertising

- 2.1 All advertisements for posts of regulated activity, whether in newspapers, bulletins or on-line, paid, or unpaid, will include the following statement:  
 "KITE College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, and volunteers to share this commitment. The

successful candidate will be subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check (DBS).”

All vacant posts will be advertised in a fair, open and honest manner and will be advertised by means of a formal notice on the staff notice board as a minimum. In most cases, vacant posts will be advertised externally.

Advertisements for posts should also make clear that staff will be expected to promote fundamental British values.

### 3. Inviting Applications

3.1 All applicants will receive the following when applying for a post:

- Job description and person specification.
- An application form.

3.3 Prospective applicants:

- Must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.
- Should include a statement in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Permission to request references prior to interview.

3.4 Candidates submitting an application form completed online will be asked to sign the form if called for an interview.

3.5 Curriculum vitae will not be accepted in place of a completed application form.

### 4. Shortlisting

4.1 Candidates will be short listed against the person specification for the post.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK. For example:

- If they have a criminal history;
- If they are included on the children’s barred list;
- If they are prohibited from teaching;
- If they are prohibited from taking part in the management of an independent school;
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted;
- If they are known to the police and children’s local authority social care;

- If they have been disqualified from providing childcare and;
- Any relevant overseas information.

## 4.2

- This information should only be requested from applicants who have been shortlisted. The information should not be requested in the application form to decide who should be shortlisted.
- Applicants should be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.
- The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.
- Shortlisting should also include:
  - Ensure that at least two people carry out the shortlisting exercise (it is recommended that those who shortlist carry out the interview for a consistent approach);
  - Consider any inconsistencies and look for gaps in employment and reasons given for them; and;
  - Explore all potential concerns;
  - In addition, as part of the shortlisting process the college may consider carrying out an online search as part of their due diligence on the shortlisted candidates. This 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 interview. The applicant will be advised that the college carry out such checks.

## 5. References

- 5.1 A minimum of two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the head of the previous organisation, not a colleague).
- 5.2 Permission must be sought from the applicant.
- 5.3 References will be sought directly from the referee – copies of references, unsolicited references, 'to whom it may concern' references and/or testimonials provided by the candidate will not be accepted.
- 5.4 All referees will be contacted to confirm that it was them that completed the reference and clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.



- 5.5 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about the following:
- The candidate's suitability to work with children and young people
  - Any substantiated allegations
  - Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
  - The candidate's suitability for the post, including the candidate's ability and willingness to promote fundamental British values
- 5.7 Reference requests will include the following:
- Applicant's current post and salary
  - Details of applicant's punctuality and reliability (attendance record may be requested after appointment if deemed necessary)
  - Disciplinary record
- 5.8 References should be obtained for internal candidates in the same way as for external candidates
- 5.9 Employees are entitled to see and receive, if requested, copies of their employment references.
- 5.10 All appointments are subject to satisfactory references, vetting procedures and DBS clearance

## 6. Interviews

- 6.1 Candidates called to interview will receive:
- A phone call inviting them to the interview
  - An email/letter confirming the interview and any other selection techniques
  - Details of the interview day, including details of the panel members
  - Further copy of the job description and person specification
  - Details of any tasks to be undertaken as part of the interview process
  - The opportunity to discuss the process prior to the interview
  - Be asked to provide proof of identity, evidence of qualifications (including proof of QTS for Teachers) and Right to Work in the UK
- 6.2 The Recruitment Panel will
- Include at least one member who will have successfully completed training in safer recruitment within the last 5 years
  - Include people who are authorised to appoint staff
  - Have met prior to interviewing and have discussed the questions and assessment criteria
  - Be the same people interviewing every candidate

## 7. Interview Day and the Selection Process

- 7.1 Selection techniques will be determined by the nature and duties of the post, but all vacancies will require an interview of short-listed candidates.
- 7.2 Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises. 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).
- 7.3 Candidates will be required to:
- Explain satisfactorily any gaps in employment
  - Explain satisfactorily any anomalies or discrepancies in the information available to the panel e.g., references/identity/qualification evidence
  - Declare any information that is likely to appear on the DBS disclosure
  - Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values
  - Demonstrate the suitability to work with children and young people
- 7.4 Copies of documents will be taken, any issues noted and shared with the interview panel for clarification. Any lack of documents will be queried, and panel agree whether to interview or not. Candidates will be required to sign a “privacy notice for job applicants” asking them to consent to their personal data being collected, used, stored, shared and disposed of when appropriate.

## 8. Evaluation and Feedback

- 8.1 Decisions will be properly recorded, and notes made to provide a rationale for selection or rejection. Decisions will be based on the criteria for the role as set out by the person specification and will form the basis for candidate feedback and identifying initial training and development needs.
- 8.2 A record will be made of the questions and answers from each candidate by each of the interview panel, which will then be signed and dated.
- 8.3 Records of interview information for unsuccessful candidates will be kept from the date of the appointment of successful candidate plus 6 months (include name of interviewers with safer recruitment training).
- 8.4 Records of interview information and copies of other evidence for successful candidates will be placed in personnel file and kept until termination of employment plus 6 years (include the name of interviewers with safer recruitment training).

## 9. Pre-Employment Checks

9.1 Prior to commencing employment all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK

9.2 Other checks that will be carried out are:

- QTS check for Teachers via Teacher Services
- Prohibition Order check for all Teaching staff (Qualified and Unqualified) via Teacher Services
- Disqualification by Association check
- The Education and Training (Welfare of Children) Act 2021 extended safeguarding provisions to providers of post 16 Education: **16-19 Academies, Special Post-16 institutions and Independent Training Providers**. Some safer recruitment regulations do not apply to these providers and as such some of the “musts” for colleges do not apply to them. These checks are an essential part of safeguarding, carried out to help employers check the suitability of candidates. Therefore, the providers set out above **should** carry out these pre-appointment checks.
- 16-19 Academies, Special Post-16 institutions and Independent Training Providers do not have access to standalone barred list check and as such must not allow someone to start work in regulated activity without an enhanced DBS certificate.
- All offers of appointment will be conditional until satisfactory completion of the mandatory pre-employment checks including:
- Verify a candidate’s identity to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name;
- Obtain an enhanced DBS check (including children’s barred list information, for those who will be engaging in regulated activity with children and obtain the original physical certificate;
- Verify the candidate’s mental and physical fitness to carry out their work responsibilities;
- Verify the person’s right to work in the UK, including EU nationals;
- If the person has lived or worked outside the UK, make any further checks the college consider appropriate;
- Verify professional qualifications, as appropriate. The Teaching Regulation Agency’s (TRA) Employer Access Service should be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation;

- **Must** check that a person taking up a management position is not subject to a Section 128 direction made by the Secretary of State;
- Ensure that an applicant to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of state before employing a person to carry out teaching work in relation to children, all reasonable steps to establish whether that person is subject to a prohibition order issued by the Secretary of State; and
- 16-19 Academies, Special Post-16 institutions and Independent Training Providers should verify the candidate's identity and must carry out a DBS check with barred list information as per their funding agreement.

9.3 The same checks must be made on overseas staff as for all other staff in schools. This includes seeking a DBS check along with proof to work in the United Kingdom, whether they are a British citizen or not.

A DBS check for an employee who has lived outside the UK will not detail offences committed whilst abroad. If the employee has lived outside the UK for a period of more than 6 months within the last 5 years, they will be required to provide a police check (Certificate of Good Conduct) from that country to cover that period. This also applies to UK nationals returning to the UK having worked abroad.

Any new employee who has never lived in the UK should not make an application for a DBS check until they have arrived in the UK for the start of their employment.

Overseas trained teachers will need to provide a letter that NARIC has agreed equivalence of qualification with UK standards.

The three-month rule in moving from previous post detailed in paragraph 232 which states that during a period which ended not more than three months before the person's appointment, the applicant has worked, in a school in England, in a post: does not apply for 16-19 Academies, Special Post-16 institutions and Independent Training Providers. And therefore, an enhanced DBS certificate (with barred list information where appropriate) is required.

9.4 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

9.5 Employment will commence subject to all checks and procedures being satisfactorily completed

9.6 DBS Update Service

Individuals can join the DBS Update Service at the point that an application for a new DBS check is made. Subscription to the service enables future status checks to be carried out by employers to confirm that no new information has been added to the check since its issue.

As good practice, the College will insist new staff join the Update Service as part of their employment contract. The benefits of joining the Update Service are:

- Portability of a DBS check across employers;
- Free online checks to identify whether there has been any change to the information recorded, since the initial certificate was issued and advice whether the individual should apply for a new DBS check; and
- That individuals will be able to see a full list of those organisations that have carried out a status check on their account.
- Before using the Update Service, the College **will**:
  - Obtain consent from the individual to carry out an online check to view the status of an existing standard or enhanced DBS check;
  - Confirm the DBS certificate matches the individual's identity;
  - Examine the original certificate to ensure that it is valid for the children's workforce; and
  - Ensure that the level of the check is appropriate to the job they are applying for, e.g., enhanced DBS check/enhanced DBS check including with barred list information.

#### 9.7 Secretary of State section 128 direction

- A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of an independent school, including academies and free schools. An individual who is subject to a section 128 direction is unable to:
  - Take up a management position as an employee;
  - Be a trustee of an academy or free school trust; a governor or member of a proprietor body of an independent school; or
  - Be a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

## 10. Conditional Job Offer

- 10.1 All jobs offers will be made conditional, where any documentation/safeguarding checks are outstanding

## 11. Induction, Training & Development and Probation

11.1 All staff and volunteers who are new to the college will receive information on the College's safeguarding policy and procedures including "Keeping children safe in education". Guidance on safe working practices which would include guidance on acceptable conduct/behaviour and Low-Level-Concern safeguarding. These expectations will form part of the College's staff induction programme and staff training, including:

- KITE's Child & Adult Protection & Safeguarding Policy
- Safer Recruitment Policy
- Low-Level-Concern policy
- KITE's Whistleblowing Policy
- Copy of the College's Code of Conduct

11.2 All successful candidates will undergo a period of induction and will, which will include a one-day induction prior to their start date to ensure they have received all the appropriate information need prior to them starting at the College:

- Meet regularly with the Principal and their nominated mentor
- Attend all relevant induction sessions
- Attend appropriate training including all mandatory on-line training including child protection training

11.3 A six-month probation period will be in place for all new staff appointed with a 3- and 6-month assessment meetings during this probationary time.

11.4 An induction signature sheet will be given to each new employee following their induction to confirm what documents and information has been provided at the induction session.

11.5 All new employees will receive an email questionnaire following their induction to evaluate the recruitment process.

## 12. HR Records & Single Central Record

12.1 The minimum information that must be recorded in respect of staff members is set out below. For agency and third-party supply, written confirmation must be received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, the date this confirmation was received and whether details of any enhanced DBS certificate have been provided in respect of the member of staff.

The single central record **must** indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed, or certificate obtained:

- An identity check;
- An enhanced DBS check (with children's barred list check) requested/certificate provided;
- A prohibition from teaching check;
- Further checks on people who have lived or worked outside the UK;
- A check of professional qualifications, where required; and
- A check to establish the person's right to work in the United Kingdom.

## 13. Trustees

- 13.1 Trustees will be provided with up-to-date policies as well as any updates in safeguarding including Safer Recruitment;
- 13.2 All trustees will ensure that an Enhanced DBS (including a barred list) is undertaken within 21 days of their appointment;
- 13.3 All trustees will ensure they have a section 128 direction check within 21 days of their appointment;
- 13.4 All trustees information must be kept up to date on recorded on the College SCR;
- 13.5 A member of the trustees must be nominated as the Safeguarding representative for the trustees.

## 14. Supply Staff

- 14.1 In the event of KITE College recruiting supply staff, only those agencies which operate a Safer Recruitment Policy will be used and will supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staffs have received appropriate safeguarding training.

KITE College will carry out identity checks when the individual arrives at the college.

## 15. Retention of documents

KITE College do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. To help comply with the requirements of the Data Protection Act 2018, when we choose to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed the college may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to.

Copies of DBS certificates and records of criminal information disclosed by the candidate are covered by UK GDPR/DPA 2018 Article 10. And therefore, these will not be kept on record by the college. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept on their personnel file.

## 16. Contractors

The use of contractors to provide services, KITE College will set out their safeguarding requirements in the contract between the organisation and the College.

The College will ensure that any contractor, or any employee of the contractor, who is to work at the College, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).

For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required.

Under no circumstances will a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. The College will be responsible for determining the appropriate level of supervision depending on the circumstances.

The College must always check the identity of contractors on arrival to the College and report to reception for signing in with the required details.

Contractors will always be supervised by a member of KITE staff when working on site during learner working hours.