

Central Record of Recruitment and Vetting Checks Policy

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1.0 Introduction

Sir Simon Milton Westminster UTC is committed to safeguarding and promoting the welfare of Children and vulnerable adults. It expects all staff and volunteers to share this commitment. The College is responsible (as employers) for ensuring that guidelines are followed for the recruitment and selection of staff. These guidelines are in accordance with the "Safeguarding Children and Safer Recruitment in Education" and "Keeping Children Safe in Education 2016" papers issued by the Department for Education. Robust and rigorous selection practices help deter or reject unsuitable applicants from gaining positions within schools/colleges and helps to ensure that the workforce is committed to the safe welfare of children and a safe and secure environment.

The College recognises the value of, and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, disability, gender, sexual orientation, race, religion or belief, marital or civil partnership status, pregnancy or maternity, gender reassignment or socio-economic status.

1.1 Purpose

The purpose of this policy is to ensure the practice of safer recruitment of staff appointed to the College. It also sets out the minimum requirements to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants unsuitable for work with young people and vulnerable adults;
- Identify and reject applicants unsuitable for work with young people and vulnerable adults.
- Ensure a legally compliant single central record of recruitment and vetting checks is in place.

2.0 Recruitment and Selection Process

All new appointments to Sir Simon Milton Westminster UTC are subject to recruitment and vetting checks. All members of staff are subject to the Disclosure and Barring Service (DBS) checks.

This includes overseas and agency staff working at the college, paid and unpaid teachers and other workers. A single central record detailing a range of checks that have been carried out on members of staff is held at the College.

Those appointees who have lived outside the United Kingdom are subject to such additional checks (as deemed appropriate) where the required DBS Enhanced Disclosure is not considered sufficient to establish suitability to work with children and young people. Identity checks will be carried out on all appointments to the school before a placement is offered to the applicant.

Sir Simon Milton Westminster UTC will ensure that any supply staff have undergone the necessary checks to assess their suitability for the post and DBS criteria have been met. The school will also ensure that any agency providing staff will have made the appropriate checks and have followed the regulations regarding disclosure information; preferably by confirmation of a contract with the organisation.

Sir Simon Milton Westminster UTC will implement a range of checks to minimise the possibility of children and young people suffering harm from those whom they consider to be in positions of trust. The school will also ensure that appropriate checks and Child Protection procedures are in place for those members of staff who work with young people outside the school.

Successful applicants will be required to complete a DBS Disclosure application form. This shows the school any previous convictions held on file for a potential employee. Having a conviction will not necessarily bar someone from working in a job with children or vulnerable adults and should not be used to discount applications. The severity, nature, circumstances and timing of the conviction will need to be taken into consideration.

3.0 Implementation

3.1 DBS Disclosures

The Headteacher has the discretion to allow an individual to begin work within Sir Simon Milton Westminster UTC pending receipt of a DBS Disclosure but should ensure that the individual is appropriately supervised and that other checks, including barring (formally list 99) have been completed. Where possible, DBS Disclosures will be obtained before an individual starts work. If this is not possible it will be obtained as soon as is practicable after the individual's appointment, its submission having been placed.

Posts within the college are exempt from the **Rehabilitation of Offenders Act 1974**. This means as a prospective employer, short listed applicants must disclose any unspent and spent convictions.

Applicants will need to be given the opportunity at the application stage to declare any unspent or spent convictions they may have. Any declaration they make will be compared with the returned criminal record disclosure.

Enhanced Disclosures required for:

- Any work in college.
- Any position involving unsupervised contact with a child under arrangements made by the child's parents/carers or the College.
- Any position which involves regularly caring for, training, supervising or being in sole charge of children at the College.

N.B.

This includes administrative staff, caretakers and other ancillary staff. A newly appointed member of staff who has not worked within three months before his/her appointment at:

- A school in England in a post which has brought him/her into regular contact with children or any post they were appointed to since 12 May 2006.
- An FE College in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18 years.

Information disclosed as part of a DBS Disclosure must be treated as confidential. It is an offence for the DBS Disclosure information to be passed to anyone who does not need it in the course of their duties. Only if the subject gives written consent can a disclosure be passed to another agency.

New DBS certificates are no longer automatically sent to the College, therefore this should be brought in by the member of staff once received.

3.2. Central Record

In addition to the various staff records which are kept as part of normal business, Sir Simon Milton Westminster UTC must also keep and maintain a single central record of recruitment and vetting checks. The records must show the following people:

- All members of staff who are employed to work at the college
- All members of staff who are employed as supply staff to the college or as supply staff through an agency.

The record should also include all others who have been chosen by the college to work in regular contact with children. This will cover volunteers and mentors who also work as volunteers with Sir Simon Milton Westminster UTC, and people brought into the college to provide additional teaching or instruction for pupils but are not staff members.

Supply agencies will need to supply the college with a written confirmation that satisfactory checks have been completed. Only if information disclosed in DBS checks requires it will the college be required to see original documentation on Recruitment and Vetting checks from the agencies.

The Central Record will indicate:

- Identity checks
- Qualifications checks – legally required for the position
- Checks of right to work in the United Kingdom
- Children's barred list checks (formally list 99)
- DBS Enhanced Disclosures

- Further overseas records, checks – where appropriate

The records will also show the date that each check was completed and by whom. A detailed summary of notes is attached to the central record explaining how it is structured and who is authorised to undertake the checks. The record is password protected, and accessible by only the Joint Headteachers, the School Business Manager or the PA to the College Executive.

In accordance with legislation released by the Government that came into force on the 18th March 2016 which states that Enhanced **DBS** checks will be mandatory for **Governors**, all Governors at **Sir Simon Milton Westminster UTC will be subject to a DBS enhanced disclosure check prior to their commencement on the board.**

3.3 Protection of Children Act and Referral to the Children’s Safeguarding Unit (children’s barred list) at the Department for Education (DfE)

There is a statutory requirement for the provision of the Protection of Children Act to be applied where employees work in the provision of care services to children. Employees at a college who are dismissed, who resign in circumstances which may have led to dismissal or here a disciplinary transfer has occurred on grounds of misconduct which harmed or placed at child or young person at risk of harm will be referred to the Children’s Safeguarding Unit at the DfE.

4.0 Monitoring and Review

The School Business Manager will have responsibility for monitoring and reviewing this policy on an annual basis.

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Recruitment and Safer Recruitment Policy

Were changes made to the Policy when received? If YES complete the Partial Equality Analysis table.

Questions for all Policies Is it likely that the Policy Revision could have a negative impact:-		Please Tick Box	
		YES	NO
1.	On minority ethnic groups?		X
2.	Due to gender?		X
3.	Due to disability?		X
4.	Due to sexual orientation?		X
5.	Due to their religious beliefs (or none)?		X
6.	On people due to them being transgender or transsexual?		X
Additional questions for Policies relating to Staff Is it likely that the Policy Revision could have a negative impact:-			
7.	On people due to their age?		X
8.	On people due to their marital or civil partnership status?		X
9.	On people with dependants/caring responsibilities?		X

Date of Review 18.06.2018 Did you make changes?

n/a	
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If YES please speak with The Vice-Principal as a full Equality Analysis may be required.

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Mike Finn – February 2018

Last reviewed – June 2018

Next review – June 2019