



Safeguarding in Recruitment Protocol

Purpose of the Protocol

In line with the School's statutory duties under the Safeguarding Vulnerable Groups Act 2006 to safeguard children, the School is required to carry out a number of checks on all staff, whether they are permanent, temporary, casual, voluntary, school-based supply or agency-based supply.

This protocol does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the School who are required to familiarise themselves and comply with its contents. The School reserves the right to amend its content at any time.

Documents confirming Identification

All interview programmes will commence with a time allocation of carrying out safeguarding checks which will include confirming the applicant's identification and qualifications.

To ensure that the School is carrying out effective safeguarding, all applicants will be required to bring to interview original documentation, as set out in the attached form, one of which must contain a photo to verify their name, date of birth and current address.

Ideally, this should be the following:

- a) Valid Passport, Birth Certificate or Driving Licence (proof of identification which includes name, address and date of birth);
- b) Marriage Certificate, Birth Certificate, NHS Card, National Insurance Card (another proof of name and/or date of birth);
- c) Additional proof of address. At least 2 documents will be required which show a date within the previous 3 months, for example a utility bill, bank statement, valid TV licence etc .

These identification documents will also be sufficient to enable a new Disclosure and Barring Service (DBS) check to be carried out using the attached forms.

Original documentation in respect of any specific qualifications relevant to the post (eg academic qualifications, vocational qualification such as the QTS or in relation to a specific subject field, First Aid or Food Hygiene) that has been entered on the application will also be required.

In the case of teaching staff and many support staff roles, references will have been sought prior to interview and in other cases shortly thereafter.

School appointments are always subject to receipt of satisfactory references and satisfactory screening and vetting.

Procedure with DBS, if appointed

A new DBS check will be completed if a current valid one is not already held. In addition to the identification documents mentioned above, a five year address history and any other surnames held will be required in order to complete the application. Staff must supply this information on request.

Should DBS clearance be delayed and employment commence before it is received, the School may undertake a Risk Assessment on the prospective member of staff concerned and make arrangements as appropriate for



the member of staff to be paired with or supervised by another member staff who has received DBS clearance.

Volunteers

All Volunteers who have direct contact with children on a regular basis will be required to have a DBS check. The Headteacher or Business Manager will assess the need on an individual basis.

Agencies / Agency Staff

Should the School seek to employ supply staff via a supply agency, the agency must confirm in writing what checks have been carried out and inform the School if there is anything that may be considered relevant in the context of safeguarding children.

The agency must provide evidence of the checks carried out on their central record.

The agency must also ensure that the supply staff member is aware that they have to bring in their DBS Certificate, proof of qualifications (eg QTS Certificate) and identification documents (proving their name, date of birth and address) on the first day of their supply work for the School.

The School reserves the right to terminate the contract with the agency and send home an agency staff member without notice should these terms of safe recruitment practice be breached by the agency or the member of agency staff. In this instance the School will not be liable for any charges connected to the booking.

Any queries relating how the protocol operates with regard to Agency staff should be directed to the Business Manager.

Monitoring and Review

The Senior Leadership Team shall review this protocol from time to time to ensure that it meets legal requirements and reflects best practice.

If Staff have any suggestions for additions that they would like to be considered on review, they may do so by emailing the Headteacher or Business Manager.

The School will continue to review the effectiveness of this Protocol to ensure it is achieving its stated objectives.

Date of Review

September 2014



**INTERVIEW DAY
SAFEGUARDING CHECKS**

Name	
Position / Job Role	

PHOTO IDENTITY (GROUP ONE)

Photographic ID provided	
Reference No	
Date valid from (if appropriate)	
Date valid to (if appropriate)	
Date of Birth recorded (if appropriate)	

RIGHT TO WORK IN THE UK / PROOF OF ADDRESS (GROUP TWO)

<u>List A</u>		<u>List B</u>	
Evidence provided			
Reference			
Date valid from			

<u>List A</u>		<u>List B</u>	
Evidence provided			
Reference			
Date valid from			

Provided by (Applicant's signature)			
Checked by (Name / Signature)			
Date of Check			



Group One – Photo Identity check

Current valid Passport (any nationality)
Current Driving Licence (UK) (Full or provisional) Isle of Man/Channel Islands; photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
Birth Certificate (UK and Channel Islands - issued at the time of birth) (full or short form acceptable including those issued by UK authorities abroad eg Embassies/Commissions and HM Forces)
Biometric Residence Permit (UK)

Group Two (A) – Right to work in the UK check

A UK and Channel Islands birth certificate (issued after the time of birth ie 42 days by the General Registry Office/relevant authority ie Registrars – Photocopies are not acceptable)
Current UK Driving licence (old style paper version)
Current Non-UK Photo Driving Licence (valid only for applicants who have entered the UK in the last 12 months at time of application)
Marriage/Civil Partnership Certificate (UK and Channel Islands)
Adoption Certificate (UK and Channel Islands)
HM Forces ID Card (UK)
Fire Arms Licence (UK and Channel Islands)

Group Two (B) - Right to work in the UK / Proof of Address check

Mortgage Statement *(UK or EEA)** (Non-EEA statements must not be accepted)
Bank or Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted)
Bank/Building Society Account Opening Confirmation Letter (UK)
Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)
Financial Statement** eg pension, endowment, ISA (UK)
P45/P60 Statement** (UK & Channel Islands)
Council Tax Statement (UK & Channel Islands)**
Work Permit/Visa (UK) (UK Residence Permit)**
Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application)
Utility Bill (UK)* - Not Mobile Telephone
Benefit Statement* - eg Child Allowance/Pension
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)* - eg from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus and Social Security
EU National ID Card
Cards carrying the PASS accreditation log (UK and Channel Islands)
Letter from Head Teacher or College Principal (16/17 year olds in full time education – only used in exceptional circumstances when all other documents have been exhausted)

Please note:

If a document listed above is denoted with:

* - it should be less than three months old

** - it should be issued within the past 12 months

Documents not denoted can be more than 12 months old



**INTERVIEW DAY
SAFEGUARDING CHECKS – QUALIFICATION CHECKS**

Name	
Position / Job Role:	

Qualification	
Awarding Body:	
Date / Reference	
Qualification	
Awarding Body	
Date / Reference	
Qualification	
Awarding Body	
Date / Reference	
Qualification	
Awarding Body	
Date / Reference	

Originals provided by (Applicant's signature)	
Originals checked by (Name / Signature)	
Date of Check	