

## Oakwood School Safer Recruitment Policy

This policy applies to the whole school, including the EYFS

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### Definitions:

“DBS”	Disclosure and Barring Service
“DfE”	Department for Education
“EEA”	European Economic Area
“KCSIE”	Keeping Children Safe in Education
“ISI”	Independent Schools Inspectorate
“ID”	Identity
“NI”	National Insurance
“SCR”	Single Central Register
“SMT”	Senior Management Team
“TRA”	Teaching Regulation Agency
“WTSC”	Working Together to Safeguard Children

## 1 Introduction

- 1.1 PACT schools are committed to safeguarding and promoting the welfare of all children and young people in our care, and we expect all members of staff and volunteers to share this commitment. We ensure that our recruitment and selection practices and policies contain the

necessary measures to enable us to employ a workforce that fulfils its roles and responsibilities with full regard to this commitment.

- 1.2 This policy aims to ensure compliance with legislation, and encompass best practice to ensure that we are effective in attracting, recruiting and retaining an appropriately skilled and talented workforce. The process for checking and vetting potential employees is a critical part of this process. Robust and rigorous recruitment and selection practices help deter or reject unsuitable applicants from gaining positions within our school and help to ensure that our workforce is fully committed to contributing towards a safe and secure school environment.
- 1.3 This policy is based on various guidance documents provided by the Department for Education and other bodies, including *Keeping Children Safe in Education (KCSIE) September 2018*, *Working Together to Safeguard Children (WTSC) July 2018*, 'Disqualification under the Childcare Act 2006' June 2016, 'The Protection of Freedoms Act 2012' and guidance from the Disclosure and Barring Service (DBS) 2013. It is also linked to our Child Protection & Safeguarding Policy. We aim to meet all regulatory requirements in order to fully safeguard pupils.

## **2 Roles and Responsibilities**

- 2.1 Our Head is responsible for the internal organisation, management and control of our school. However all members of staff and volunteers have an integral responsibility in ensuring that our school environment is safe and secure for children and that appropriate procedures are followed.
- 2.2 At least one person who sits on staff recruitment panels has completed some form of safer recruitment training.

## **3 Equal Opportunities**

- 3.1 PACT schools are committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.
- 3.2 Our recruitment and selection processes are applied fairly and consistently to all persons applying for positions within our school.

## **4 The Recruitment Process**

- 4.1 The main elements of the process are:
  - A Candidate Information Pack is sent to all interested applicants and this will contain the following: A PACT application form and job description (usually including a person specification which describes the necessary qualifications, skills, experience and knowledge which a candidate should possess to perform the job duties)
  - Ensuring job descriptions/role profiles are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children
  - Ensuring that the person specification includes specific reference to suitability to work with children and includes both essential & desired criteria
  - Advertising (to include what qualifications, experience and qualities are required and that, if successful, they will need to obtain an enhanced certificate through the DBS. Mention will also be made of our school's commitment to safeguarding & promoting the welfare of children)

- Using the PACT application form to obtain and scrutinise comprehensive information about applicants, and checking for discrepancies or anomalies (if possible by someone involved in the recruitment process)
- Ensuring that two references are obtained to help assess applicants suitability for the post through specific focused questions (where possible one character & one professional reference, ideally at least the former taken up before interview)
- Conducting face to face interviews that ask appropriately robust questions (with written notes kept & details out outcome, as per the attached examples)
- Verification of identity
- Verification of qualifications and skills (if relevant)
- Verification of an applicant's previous employment history and experience
- Completion of mandatory employment checks, such as an Enhanced Certificate via the DBS and a Barred List check
- Verification of the applicant's state of health and capacity for the job
- Induction programmes to ensure that a 'safeguarding children' culture is adopted and embedded into continuing practice (including regular formal safeguarding training)

**4.2** Information packs sent out to candidates contain the following:

- Application form (including current and former names, date of birth, current address, NI number, qualifications, employment history since finishing full time education, and full contact details of referees. Applicants for teaching posts should also provide their DfE reference number and qualified teacher status if applicable).
- Job Description (including main duties of the post, person specification and individual's responsibility for promoting and safeguarding the welfare of children)

## **5 Vetting checks**

**5.1** Various vetting checks are undertaken depending on what category the individual falls within, changes to recruitment checks over time and whether they are required to be included on the Single Central Register (SCR) of appointment.

**5.2** Regulations provide a detailed list of the checks which are required for each member of staff, and these are reflected accordingly on the SCR. Information provided by the ISI is used as guidance.

**5.3** The definition of staff is: *'Any person working at the school whether under a contract of employment (ie. all employees, no matter what sort of work they do), under a contract for services (ie. self-employed people arranged and/or paid direct by the school) or otherwise than under a contract (ie. self-employed people who are arranged by the school for the purposes of the school but for example paid directly by parents such as some peripatetic teachers), but does not include supply staff or a volunteer'*. The following are therefore included in 'staff': teachers, peripatetic teachers and coaches, part-time staff, students, administrative staff, caretakers and other ancillary staff, staff appointed from overseas, pupils paid to work at the school (for example as after-school carers). In line with the Protection of Freedoms Act 2012, this definition is restricted to only include those individuals who meet the requirements for regulated activity.

**5.4** The minimum age at which a person is required to have a DBS check when engaged in a regulated activity is 16.

**5.5** The school will accept prior checks made on behalf of other organisations (unless there is a gap in employment of three months or more). However this will only be a temporary measure and a new disclosure will be applied for and a Barred List check obtained. New DBS certificates are no longer automatically sent to the school, therefore this should be brought in

by the member of staff once received. A copy will then be made and kept on file, and the new information added to the SCR. Staff will be encouraged to subscribe to the DBS Update service for future checks within 19 calendar days of their certificate date (this is mostly beneficial for peripatetic staff who may work in a number of different organisations). The school will then be able to carry out free online status checks periodically, providing that permission has been obtained.

- 5.6** If a new employee has not yet received their DBS certificate prior to their starting date and they do not have one from another setting, a short period of work is allowed under controlled conditions, at our Head's discretion. As long as a Barred List check has been carried out if the person will be working in regulated activity, the DBS application has been made in advance, their identity has been checked and all other relevant checks have been completed satisfactorily, the employee will be able to take up their post. However a risk assessment (see attached) will be completed prior to their commencement, which will include details of appropriate safeguards to be taken (eg. loose supervision). A note with this information will be added to the SCR. For staff working in the Early Years, a risk assessment is not sufficient and they may not begin work until their DBS has been received. Any risk assessments in place are reviewed every two weeks and the person in question is made aware of the safeguards in place.
- 5.7** If a new employee has not previously lived in the UK, they will need to bring a document from their country of origin issued by the local police, confirming that they do not have a criminal record. They will also need to apply for an Enhanced DBS certificate.
- 5.8** PACT Prep schools will not knowingly employ anyone to work in the Early Years or in childcare of those under the age of eight, or allow them to be directly concerned in its management, if they or others who live or work in their households are 'disqualified'. Grounds for disqualification include, in summary:
- being on the DBS Children's Barred List;
  - being cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad;
  - being the subject of certain other orders relating to the care of children;
  - refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering;
  - living in the same household where another person who is disqualified lives or works.
- 5.9** For Early Years, an enhanced DBS is required for every person over 16 who:
- works directly with the children;
  - lives in the premises in which the childcare is provided;
  - works in the premises in which the childcare is provided (unless the work is not in the part of the premises where the childcare takes place, or is not at times when the children are present).

## **6 Regulated activity**

- 6.1** For most appointments, an enhanced DBS check with barred list information will be appropriate as the majority of school staff engage in regulated activity.
- 6.2** Regulated activity can be defined as follows:
- All regular work for schools with opportunity for contact with children. For the purpose

of assessing whether a person is working in regulated activity, 'regular' includes 'frequently' (once a week or more often), or on 4 or more days in a 30-day period, or overnight (between 2am & 6am).

- Regular, unsupervised activities such as teaching, training, instructing, caring for or supervising children, providing advice/guidance on well-being or driving a vehicle only for children if done regularly).
- Relevant personal care (ie. helping children with washing or dressing; or health care by or supervised by a professional).

**6.3** When deciding whether a person is engaging in regulated activity, the following key questions will be asked:

- Is the activity they will do 'work'?
- Is the work regular?
- Does it give rise to opportunity for contact with children? (This applies whether or not that contact is required by the work and whether or not it actually takes place)
- Is the work for the purposes of the school? (This would not include, for example, those working for bodies hiring premises for other purposes out of school hours).

If the answer to all the above questions is 'yes', then the person is working in regulated activity unless an exception as below applies:

- Is the person a volunteer?
  - If so, does their work involve personal care of pupils? If so, they are engaged in regulated activity.
  - If not, are they supervised? If so, they are not engaged in regulated activity.
- Is the person a contractor?
  - If so, are they administering personal care or health care as defined? If so, these are always regulated activity.
  - If not, are they teaching pupils? If so, this is always regulated activity.
  - If not teaching work, is the contract for occasional or temporary non-teaching work (eg. a quick plumbing task?). If so, they are not in regulated activity.

**6.4** A **supervised** volunteer who regularly teaches or looks after children is not in regulated activity. However for this to apply there must be supervision by a person who is in regulated activity themselves; the supervision must be regular and day to day, and the supervision must be 'reasonable in all the circumstances to ensure the protection of children'. In these cases, the school has no entitlement to do a barred list check.

## **7 Pre-appointment checks**

**7.1** For all new appointments to regulated activity, an offer of appointment to a successful candidate, including one who has lived or worked abroad, is conditional upon satisfactory completion of pre-employment checks. This includes the following:

- Verification of a candidate's identity preferably from current photographic ID (ie. official documents such as a passport or driver's licence) and proof of address (copy of utility bill, bank statement or similar dated within the last 3 months);
- Enhanced DBS check with barred list information (to include a section 128 direction if relevant);
- Separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- Check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Teacher Services system;
- Check that a candidate taking up a management position is not subject to a section 128 direction made by the Secretary of State, using the Teacher Services system;

- Verification of any award of qualified teacher status (QTS), if applicable, including the completion of teacher induction or probation periods, using the Teacher Services system;
- Verification of the candidate's medical fitness to carry out their work responsibilities;
- Verification of the candidate's right to work in the UK;
- If the candidate has lived or worked outside the UK for more than 3 months within the last 5 years, further checks will be made which the school considers appropriate (for example a certificate of good conduct from a local police force or additional references). If the candidate has worked in a school in the UK since moving from overseas then the standard checks can be made for subsequent appointments. For appointments from September 2016, an additional EEA (European Economic Area) check should be undertaken using the Teacher Services system for applicants of teaching posts in England who have taught in the EEA for 3 months or more within the last 5 years, applicable to both foreign and UK nationals;
- Verification of any professional qualifications, as appropriate.

**7.2** A DBS certificate is obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, the school undertakes an online update check through the DBS Update Service. DBS checks are renewed approx. every 3 years.

**7.3** There is no requirement to obtain an enhanced DBS check if, in the three months prior to beginning work in their new appointment, the applicant has worked in a school in England in a post which brought them into regular contact with children or in any post in a school since May 2006. However the school **may** request an enhanced DBS check with barred list information should there be any concerns.

**7.4** An enhanced DBS check with barred list check may not be obtained for anyone working in the school who is not in regulated activity, but may request an enhanced DBS check without a barred list check. See the 'Flowchart of DBS and barred list checks' in KCSIE.

**7.5** The school will ask for written information about previous employment history and check that information is not contradictory or incomplete. The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will always be obtained, scrutinised and any concerns resolved satisfactorily, preferably before the appointment is confirmed. They will be requested directly from the referee and we will not rely on open references, for example in the form of 'to whom it may concern' testimonials.

**7.6** As soon as an offer has been made to a candidate, the following should be in place prior to their starting date:

- Two satisfactory references;
- A check on Barred List; and
- Verification of the candidate's identity, medical fitness, qualifications and professional status.

**7.7** As many checks as possible should be made in writing, with copies or notes placed on the individual's personnel file.

**7.8** If the candidate is found to be on the Barred List, the DBS Disclosure shows that they have been disqualified from working with children, the applicant has provided false information or there are concerns about their suitability to work with children, this will be reported to the police and/or the DfE/DBS/TRA. **If a school knows or has reason to believe that an individual is barred, it commits an offence if it allows the individual to carry out any form of regulated activity.**

## **8 Records of Checks and the Single Central Register (SCR)**

- 8.1** An individual checklist will be completed for all staff employed at Oakwood or those attending school on a regular basis (see attached).
- 8.2** In addition to the various staff records kept in schools and on individual personnel files, a register of recruitment and vetting checks is kept in accordance with ISI requirements. This is updated on a regular basis as and when required. Mrs Askew, our Compliance Officer, is responsible for keeping this register. The SCR can be in paper or electronic format.
- 8.3** The SCR will contain details of checks on staff who are working within the school environment at the current time:
- All staff (including supply staff) who work at the school;
  - All others who work in regular contact with children in the school, including volunteers working in regulated activity;
  - For independent schools, all members of the proprietorial body.
- 8.4** For the purposes of creating a record of checks for supply staff provided through a supply agency our school will request written confirmation from the supply agency that it has satisfactorily completed all relevant checks. We do not need to carry out or see the checks itself except where there is information contained in the Disclosure. Photographic identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. Information disclosed as part of a DBS check will be treated as confidential.
- 8.5** Generally, the information recorded in the SCR concerns whether or not the following checks have been carried out or certificates obtained, the date on which the checks were completed and by whom:
- Identity check;
  - Barred List check;
  - Enhanced DBS check (or DBS Status check);
  - Prohibition from teaching check;
  - Prohibition from management check (if applicable & for appointments after August 2015, also for staff promoted internally);
  - Disqualification self-declaration (if applicable, relating to staff working in the Early Years and those involved in the care of children under the age of eight, or directly concerned in its management);
  - Overseas checks (and for appointments from September 2016 an additional EEA check if relevant);
  - Professional qualifications; and
  - Right to work in the UK.

Copies of the above documents are kept in a personnel file, however DBS certificates are kept separately.

- 8.6** Although not required to be recorded on the SCR, it also contains checks of employment history (eg. application form/CV), references, medical fitness declaration and disqualification from childcare (where applicable).
- 8.7** For staff working across different PACT schools, the checks are carried out by the school where they are based for the majority of time or where they first started. However their identity is checked before starting work in each school and their details are recorded on the SCR of all

the schools where work is undertaken. In the event of an inspection, copies of personnel files can be requested.

- 8.8 The record of checks will be kept up to date and be readily available for school inspections as required.
- 8.9 Identity checks are made against official documents such as a passport (which will also verify permission to work in the UK), driving licence or a birth certificate.
- 8.10 The individual proprietors who make up the governing body are checked as per the arrangements for staff appointments. Since May 2007, recruitment checks on proprietors include Barred List check, enhanced disclosure, identity, overseas (where appropriate) and right to work in the UK. Since September 2012, it is no longer possible to undertake Barred List checks for new appointments. The DBS certificate for the Chair must be obtained via the DfE. Since August 2015, all members of the governing body, the CEO and non-teaching staff on the SMT are checked via the TRA website for 'prohibition from management of independent schools' (also known as a section 128 direction). Our Head, SMT and those involved in teaching positions with departmental headship would already have been checked against 'prohibition from teaching'. All relevant information is recorded on the SCR.
- 8.11 Upon leaving the school, the data for anyone included on the SCR is removed at the end of that academic year and archived into a 'leavers' tab. This information is retained for a minimum period of 3 years.

## **9 Appointments for those falling outside the definition of staff, supply staff and proprietors**

- 9.1 Several categories of people fall outside of the main regulations concerning appointment but may still need checks as part of having regard to KCSIE. These main groups are described below.
- 9.2 The arrangements for volunteers will vary by individual and activity. The school will assess whether the individual will be in regulated activity. When volunteers are supervised, they do not generally fall within this definition and so would not require barred list checks (except if providing personal care). An unsupervised volunteer, whose presence is frequent and regular, is in regulated activity and an enhanced DBS with barred list information will be obtained. However even where a volunteer is not in regulated activity, we may still require other checks in line with KCSIE guidance. The school may decide what other checks to undertake to be assured of the suitability and competence of the individual, which may include some of the following: reference, informal interview and no concerns raised by others in the school community. Volunteers who have been subject to vetting checks are included on the SCR. Details of all checks carried out, including any risk assessments whether in regulated activity or not, are recorded. 'One-off' volunteers for day outings do not require vetting checks but they are not unsupervised and may not undertake any kind of personal care. Also refer to the Adult Volunteer Helpers policy, attached Risk Assessment for volunteers and Appendix 3 of the ISI Regulatory Handbook.
- 9.3 Visiting professionals such as psychologists, nurses and other public sector staff will have been checked by their employing organisation. It is therefore not necessary for the school to see their disclosure, however they should check photographic identity when the individual arrives. The same rules apply to sports referees and equivalent professionals supplied by a central body.

- 9.4** Where contractors are working at the school on a long term basis (eg. caterers or cleaners), they are subject to the same checks as school staff with written confirmation supplied by the employing organisation and the school checking photographic identity on arrival. Where the employees of contractors such as builders will have access to areas where unsupervised contact with children is possible, the school will ensure that the DBS checks are undertaken by the contractor. Before a new individual starts work, the school will check photographic identification on arrival at the school. The school will keep a record of the confirmations from the contractor. Temporary contractors are not necessarily entered on the SCR but identity checks are still carried out.
- 9.5** It is not necessary for the school to undertake vetting checks on visitors to our Head/other staff or those who have only brief contact with children in the presence of a teacher; visitors carrying out repairs or servicing equipment; pupils aged under 16 on work experience or similar; those on the school site when pupils are not present; students (pupils) aged eighteen or over studying as pupils. Individuals returning from maternity leave, sabbaticals or similar, where continuity of employment is maintained do not need to be checked as new employees but renewed checks may be undertaken. Similarly, staff with 'zero-hours' contracts (or those providing regular cover) that have continuity of service between periods of work do not need to be rechecked on each occasion.
- 9.6** Host families may fall within the scope of regulated activity depending on the arrangements. Whether or not the hosting activity is regulated or formal vetting checks are necessitated, we will nevertheless take reasonable steps to safeguard young people participating. Host families should refer to the 'Host Family Handbook' for guidance (available from PACT International staff).
- 9.7** As part of the Prevent duty, any visiting speakers (whether invited by staff or by the pupils themselves) must be deemed suitable and be appropriately supervised. Even where specific vetting checks are not prescribed, a background check via an internet search for example should be carried out and photographic identity checked on arrival.
- 10 Recruitment of ex-offenders**
- 10.1** Applicants for all posts within the school will have access to this policy which contains information about the recruitment of ex-offenders below.
- 10.2** We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience. We do not discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- 10.3** A DBS check is only requested if one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, the application forms, job adverts and recruitment briefs contain a statement that a DBS will be requested in the event of the individual being offered the position.
- 10.4** Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. This information should be sent under separate, confidential cover to our Head, and it will only be seen by those who need to see it as part of the recruitment process.

- 10.5 Unless the nature of the position requires our school to ask questions about an entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.
- 10.6 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 10.7 We will discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

## 11 Referrals

- 11.1 Our school will report to the DBS, within one month of leaving our school any person (whether employed, contracted, a volunteer or student) whose services we no longer use because they are considered unsuitable to work with children. Failure to make a report constitutes an offence and as a consequence could lead to our school being removed from the register of independent schools. Where a dismissal does not reach the threshold for DBS referral, separate consideration will be given to a TRA referral, where a teacher has been dismissed (or would have been dismissed had they not resigned) and a prohibition order may be appropriate. PACT have a legal duty to respond to requests from the DBS for information held on record.

## 12 Monitoring and review

- 12.1 Our Governors acknowledge their responsibility to ensure that this policy is effectively implemented and meets all current regulatory requirements.
- 12.2 This policy is reviewed annually, however it may be amended earlier if legislation or our school procedures change. In order to assess the effective implementation of this policy and to ensure compliance with all relevant legislation, the Governor in charge of safeguarding reviews staff appointments made each term.
- 12.3 This policy is monitored by our Head, including staff turnover and reasons for staff leaving.

**Signed: C Candia**

<b>This policy is reviewed annually</b>	
Title	Safer Recruitment
Version	7
Review Date	5 September 2018
Author	Ciro Candia, Head
Approved by SMT	Yes
Approval/Review required by PACT or sub-committee	Yes
Latest Review (state whether changes were made)	Yes
Next Review Date	Autumn 2019

**This policy should be read in conjunction with the following related policies:**

Child Protection & Safeguarding.

## OAKWOOD SCHOOL STAFF CHECKLIST

Name .....

Position .....

Start date .....

	Date sent	Date received	Checker's initials
Application form / CV			
Offer letter / Contract (issued by PACT but check contract is returned)			
ID check			
Proof of address			
Reference 1			
Reference 2			
Right to work in the UK			
Overseas check (if relevant)			
Prohibition order checks (if relevant) Teaching / Management / EEA			
Disqualification self-declaration (if applicable)			
Qualifications (list all below)			
Barred List check			
DBS check			
Statement of Medical Fitness			

**GENERAL:**

Safeguarding courses attended within last 3 years (if none, complete on Educare): \_\_\_\_\_

First Aid courses attended within last 3 years: \_\_\_\_\_

Induction carried out (date and initials): \_\_\_\_\_

Checked by Head (date and initials): \_\_\_\_\_

**List of possible questions to ask during interview, prompts & notes:**

**INTERVIEWER TO MAKE NOTES USING SPACE PROVIDED OR ON A SEPARATE PAGE IF NECESSARY. RECORD OUTCOME OF THE INTERVIEW.**

**GENERAL:**

1. Refer to the application form and discuss relevant aspects of employment/studies. Make an assessment of the candidate's suitability for the role and their ability to meet the job description & person specification.
2. How do you feel your experience and training qualify you for this role?
3. Tell us about yourself. What sort of person do you perceive yourself to be? How do others see you? What are your particular strengths?
4. Tell us something about how you manage and organise your time.
5. What are the areas you feel you need to develop in? How are you planning to go about improving these areas? What would you like to do to improve your skills?
6. What is the most important virtue for young children to develop?
7. At the end of an academic year, how would you measure your success, ie. what goals do you hope to have achieved?

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**TEACHERS:**

1. Why did you choose a career in teaching?
2. What qualities do you admire most in good teachers?
3. What are the most important skills in classroom organisation and delivery of the curriculum?
4. How would you cope with differentiation, including provision for children with learning difficulties and those who are gifted & talented?
5. If you were offered a curriculum responsibility, what would it be and how would you raise standards in that subject throughout our school?
6. Which areas of the curriculum would you require more training in?
7. What do you feel are the most important principles in managing children's behaviour?
8. Have you had an experience of dealing with difficult behaviour and how did you handle it? If not, how would you manage this type of situation?
9. How would you describe your ideal relationship between parents & teachers?

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**ETHOS:**

1. Outline the ethos of the school.
2. What do you understand by 'parents as first educators' of their children? (teachers only)
3. In your view, how would our particular ethos impact on the academic curriculum? (teachers only)
4. In what way do you feel that you could contribute to the Catholic ethos of the school?

**SAFEGUARDING (ask a selection):**

1. What attracted you to this post / our school?
2. What motivates you to work with young people?
3. How in your work or life so far have you tried to ensure that children are protected?
4. What procedures do you think need to be in place to safeguard children? If appointed how do you see your role in ensuring the safety of all children?
5. Do you think your childhood may have influenced your practice with children and, if so, how?
6. What safeguarding training have you received in the past 12 months?
7. Have you had 'Prevent' training, and what are your views regarding extremism and the promotion of British values? (rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs)

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**PROMPTS:**

1. Explore any gaps or frequent changes in employment.
2. Discuss reasons for leaving previous employment.
3. Investigate discrepancies.
4. Raise any queries from any references already received.
5. Ask 'closed' questions to establish facts (eg. do you....?), and 'open' questions to establish opinions (eg. what do you feel about....?)

**NEXT STEPS:**

Any offers made will be subject to satisfactory DBS & reference checks. For all teaching posts, successful applicants will also undergo a lesson observation. Prior to their start date, candidates are required to attend an induction and bring original documentation so that copies can be made (eg. qualifications, photographic identity, proof of address etc.)

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**Outcome of interview:** \_\_\_\_\_

**RISK ASSESSMENT - CONSIDERATION OF COMMENCEMENT OF EMPLOYMENT PRIOR TO DBS CLEARANCE**

**NB Not for use if Early Years children are involved**

<b>Name of prospective employee:</b>		<b>Name of Head:</b>	
<b>Proposed Post Title:</b>		<b>Name of person carrying out the RA:</b>	

**RECORD OF FINDINGS – Should be completed in conjunction with any relevant key questions contained within the Safer Recruitment Policy**

<u>Reasons for considering commencement of employment prior to receiving clearance:</u>	<u>Consequences, to service delivery, of waiting for clearance:</u>	<u>Level of access during “waiting period”:</u>
<u>Supervision arrangements during “waiting period” and any other control measures:</u>	<u>Pre-employment checklist:</u> Has the employee left employment? Y / N Medical clearance received? Y / N Qualifications verified? Y / N Barred list check completed? Y / N References? Y / N Satisfied with general background & employment history checks? Y / N	<u>Previous disclosures:</u> Is a previous disclosure available? Y / N Has it been seen by you? Y / N What is its date? _____ Does the person subscribe to the update service? Y / N

**Assessment of Risk following control measures:**

HIGH	MEDIUM	LOW
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**Options:**

- 1) This prospective employee will not commence work prior to satisfactory clearances.
- 2) Following risk assessment, I have determined that the above named may commence employment with the identified control measures. They are aware of the safeguarding measures in place. I undertake to personally review this situation at intervals of no less than every two weeks.

Further information : \_\_\_\_\_

**Signed** (risk assessor/supervisor): \_\_\_\_\_ **Signed** (employee): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed** (Head) \_\_\_\_\_

