Safer Recruitment Policy

Albright Education Centre

Sandwell Home and Hospital Tuition Service

Signed by Chair of Governors:	
Date ratified by Governing Body:	08.10.2025
Date of Review:	08.10.2027

1. Introduction

Albright Education Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, site staff, personnel from alternative providers and 3rd party contractors to share this commitment.

Albright Education Centre is committed to recruiting and selecting high quality staff with the necessary skills, experience and aptitude to care for, nurture and enable the pupils to learn and thrive in a happy, caring and safe environment. This continues the school's vision of `Creating Opportunities Together`.

When recruiting any staff, there is always at least one member of staff of the interviewing panel who has completed the Safer Recruitment Training. This training is provided by a recognised training provider with the relevant skill sets and expertise to deliver topics pertinent to the qualification obtained on completion.

All staff employed within Albright Education Centre, including volunteers, casual staff, and university and college students will be required to undertake an enhanced DBS and Barring Check. This is renewed in line with Sandwell Local Authority Guidelines on a three-year cycle.

2. Safe Recruitment Procedure

When a post becomes vacant or is created then the following procedure takes place:

3. Job and Person Specification

For every vacancy a job and person specification will be written and approved by the Head Teacher. Each role is tailored to take into account the following:

- General Professional Duties and Responsibilities
- Knowledge and Understanding
- Planning, Teaching and Classroom Management
- Sickness Absence and Disability
- Qualifications
- Experience
- Disposition
- Practical and Intellectual Skills
- Other Professional Requirements
- Legal and Legislative Requirements (e.g. Enhanced DBS and Barring Check, Criminal Convictions, Childcare Disqualification Declaration and other pre-employment checks relevant to Sandwell Council Safer Recruitment Policy).

4. Job Advertisement

Jobs will be advertised internally and externally where appropriate in order to attract a wide field of candidates as possible. The exception to this is where internal applicants are required due to budgetary challenges.

All advertisements for posts will state that the service is committed to safeguarding children and young people and all post holders are subject to a satisfactory enhanced DBS check and a Childcare Staff Disqualification Declaration Disclosure.

5. Service and Job Information Pack

All interested applicants will be provided with an application form, job description and person specification and signposting to the most recent inspection report and copies of the Child Protection and Safeguarding Policies and Safer Recruitment Policy.

6. Shortlisting and References

- All applicants for any post within the school will be required to complete an application form, a curriculum vitae will not be accepted.
- Incomplete applications will not be accepted, and may be returned for completion.
- Short listing will be undertaken by the appropriate sub-committee.
- A list of the potential shortlisting candidates will be provided and any relationships between candidates and a member of the sub-committee disclosed immediately.
- All applications will be looked at in detail and scrutinised by at least two members of SLT or the Management Committee.
- Applicants will be shortlisted for the post if they meeting the particulars of the job description and person specification.
- Immediately after shortlisting, references will be sent for those candidates identified.
- All applicants will be asked to provide two referees, one of whom should be the applicant's current or most recent employer. NB where an applicant who is not currently working with children, has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children.
- References will not be accepted by relatives or friends.
- Open references and testimonials will not be accepted.
- All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children.
- All references will be checked for consistent information.
- The candidate will be asked to clarify any highlighted discrepancies.
- The HR provider or other nominated person will inform those shortlisted immediately after the shortlisting process has taken place. Unsuccessful applicants

will not always be informed due to the potential volume of applications the school may experience.

Shortlisted candidates will be sent:

- detailed documentation of the interview process
- directions to the place of interview
- Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs.
- Also, they will be informed if they will have to undertake skill tests as part of the interview.

7. The Interview

- On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.
- The interview may consist of an activity, informal meetings with the Governing Board and representatives from the Local Authority, a meeting with the School Council and a Professional Interview.
- Teaching posts will require a short micro-teach and Classroom Support Staff Post will required to support a class for a period of time.
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people. This will be assessed through specific Child Protection and Safeguarding questions coupled with e-Safety questions.
- During the interview, any discrepancies noted from the shortlisting, including any gaps in employment, will be explored. If the interviewing panel are not satisfied with any explanation given, the applicant will not be successful.

A successful candidate will be offered a conditional offer of employment; this will be subject to a series of checks:

- receipt of at least two satisfactory references, confirming that the referee knows of no reason why the candidate should be prohibited from working with young people
- verification of the candidate's identity
- Barred list check obtained if candidate is to start prior to DBS clearance;
- Enhanced DBS Disclosure (with list checks)
- EEA Check (Teacher Services Restrictions)
- verification of the candidate's medical fitness
- verification of professional status e.g. QTS, NPQH
- teaching posts - verification of successful completion of Statutory Induction period (applies to those who obtained QTS after 7 May 1999);

- non-teaching posts will require satisfactory completion of the probationary period unless this has already been achieved through another Metropolitan Council or similar.
- Childcare Disqualification Declaration.
- Where a candidate is from overseas, Barred List information and DBS disclosures will be completed. In addition, if the candidate has been out of the country for 3 months or more within the last 5 years we would follow the Sandwell recommendations that state further checks would be made. If the individual was on a Tier 2 visa the appropriate overseas checks would be conducted under the Tier 2 immigration rules.

Volunteers will be subject to the same vetting procedures to that of a permanent member of staff.

Governors will be subject to a similar vetting procedure to that of permanent staff.

The only material difference is that Governors will be requested to complete an

Enhanced DBS check (without barring list checks). This follows guidance from DfE "Keeping Children Safe in Education" (September 2016).

8. Digital footprints

The school is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school may check candidates' social media or other online activity prior to an interview.

This process may include a search for the candidate via:

- Google
- Facebook
- LinkedIn
- Twitter
- Instagram

Any concerns will be addressed during the interview process.

9. Single Central Record

There is a Single Central Register kept in the service detailing every member of staff, volunteer and governor. This includes details of the rights of individuals to work in the UK and details of their Child Protection Level 1 training. This record is maintained by the Senior Administrator and the service`s DSL and is reviewed at the start of each half term.

There are 6 sections to the Single Central Record:

1. All Teaching Staff
2. All Support Staff
3. Volunteers and helpers
4. Supply Teachers and Supply Support Staff – details of compliance information relating to qualifications, DBS checks and ID checks are contained within the SCR.
5. Governors
6. Contractors

Letters are obtained from contractors and all other outside agencies to verify that all of checks are carried out on all of their staff which comply with the necessary safeguarding requirements.

Please see appendix 1 for a copy of the headings contained with the Albright Education Centre SCR. This follows the guidance from "Keeping Children Safe in Education – September 2023".

- During induction for all staff, procedures for Safeguarding Children and reporting concerns are shared by the Designated Safeguard Lead and a copy of the service's Child Protection and Safeguarding Strategy is provided (please refer to policy).
- All staff will be required to read and confirm that they have read Part 1 of Keeping Children Safe in Education – September 2023.
- The monitoring of the recruitment process, induction arrangements and the Single Central Record will be carried out by the Management Committee of Albright Education Centre. The Single Central Record will be verified and signed by the Chair of the Governing Board each term.
- During induction all staff are made aware of the Staff Code of Conduct and given a copy of it. (please refer to policy).

Reports will be produced on a monthly basis that monitor the expiry of the DBS certificate for all personnel in the school. This report is monitored and produced by the HR provider and the DBS renewals are completed in line with Sandwell LEA HR Guidance every three years.

Identity checks of employees are completed during the recruitment and interview process and are recorded in the Single Central Record. Identity checks are updated when the DBS renewal is conducted every three years and are recorded on the Single Central Record.

A copy of all appropriate documents for the successful candidate will be retained on their personnel file including those used to verify the successful candidate's identity and qualifications.

10. Further reading and other Policy information

It is important that this policy is read in conjunction with the school's Child Protection Policy and Safeguarding Strategy.

If supply staff are used then checks will be made regarding ensuring that agencies provide written evidence of in date enhanced DBS.

Appendix 1

The Albright Education Centre School SCR Headings

Appendix 2

SIPS HR Pre-employment Checklist

Appendix 3

SIPS HR Fully Cleared Memo

Appendix 1

The Albright Education Centre School SCR Headings.

- Post & Date of Commencement in School

ID Checks

- Name
- Date of Birth
- Address
- Check made by (name), document seen and Date
- Date Childrens Barred List check undertaken
- Check made by and date

Prohibition from Teaching Check

- Date Check undertaken Yes/ No
- DBS Information Check
- Disclosure Number & Level
- DBS Completed by
- Check made by and date
- EEA Check

Right to work in the UK Check

- What evidence of right to work in UK was provided
- Check made by and date

Qualifications Check

- Is a qualification a requirement for the post
- What qualification was provided
- Check made by and Date
- QTS Check
- Teacher reference number

Overseas Check

- What further checks have been made
- Check made by and date

Child Protection Training Records

- CP CPD Information Log
- CP Training Level
- Date
- Trainer/Provider

Childcare Disqualifications Check/Declaration

- Date
- Authenticated by

Appendix 2

SIPS HR Pre-employment checklist

PRE-EMPLOYMENT CHECKLIST

Surname:	**Forenames:**	**Mr/Mrs/Miss/Ms/Dr**
Appointment of:	**TRN Number:**	
Location:		
Manager's Name:		
Permanent/Temporary	**End Date:**	**Internal/External**

Checks Completed	**Date Sent**	**Date Cleared/Rec'd**	**Initials**	**Spreadsheet Updated**
Added to New Starter Spreadsheet				
Provisional Offer Pack sent				
Application Form Signed				
Medical Sent to Occupational Health				
Reference 1 (Name)				
Telephone Verification Received (Shenstone only):				
Accepted by Manager: **Y / N**				
Reference 2 (Name)				
Telephone Verification Received (Shenstone Only):				
Accepted by Manager: **Y / N**				
A&I Cleared: **Y / N** Docs Seen:				
Does the post require a DBS? **Y / N**				
Does the post require 5128 management check? **Y/N**				
DBS Appointment Made				
Date Sent:				
DBS Disclosure number:				
DBS Date of Issue:				
Overseas check required: **Y / N**				
Child Care Disqualification: **Y / N**				
Qualifications Received and copied (where applicable)				
Teacher Qualification – Class of Degree				
QTS Date:				
QTS and Prohibition Checked:				
EEA Check Completed:				
Transfer of Service **Y / N** From:				
Bank Details and Pension Form Received:				
Manager Informed Applicant is Cleared:				

Appendix 3
SIPS HR Fully cleared memo

MEMORANDUM

FROM: Zoe Perry TO: Christine Hill

TEL: 0121 296 3011 DATE:

Name	
Post Title	

I am pleased to advise you that the above named person is now fully cleared. Please contact them to arrange a mutually convenient start date. Please confirm the start date in writing.

TYPE	CLEARED ON
Medical	
Reference 1 Received	
Reference 2 Received	
Asylum & Immigration Cleared	
Asylum & Immigration – Document Seen	
DBS Disclosure No. – Enhanced	
DBS Disclosure Date of issue	
DBS Identity Check - Documents Seen	
DBS - Date Documents Checked	
DBS – Documents seen by	

DBS – Name of countersignatory	
Child Care Disqualification Declaration	
QTS Date	
(TA) NCTL Teacher Registered and not subject to a prohibition/interim Prohibition order – Date confirmed	
Class of Degree	

I must point out that any start date agreed, must take into consideration Payroll lockout. This information must reach SIPS HR **BEFORE** the 1st of the month in order for the employee to be paid for that month's payroll. Failure to meet this deadline will result in the employee not being paid until the following month's payroll.

Please also note that, should you not appoint this person within the next three months, then their clearances will become invalid and you will need to either renew the clearances or remove the details from the computer.

If you require any further assistance, please do not hesitate to contact me on the above number.

Zoe Perry

Senior Transactional HR Consultant