



KEY SKILLS TRAINING

Safer Recruitment Policy

Management Team

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1. POLICY STATEMENT

1.1 Key Skills Training (hereafter referred to as the 'Employer') adopts this Policy for the purposes set out below.

1.2 The Employer's objectives in adopting this policy are summarised as follows:

- 1.2.1 to ensure that the best applicant is chosen for each job vacancy in order to improve and develop the organisation;
- 1.2.2 to fulfil the duty to safeguard children and thereby ensure that persons who are not suitable to work with children are not allowed access to the children at the School and are discouraged from applying for vacancies;
- 1.2.3 to ensure compliance with the Department for Education (DfE) guidance 'Keeping Children Safe in Education', 'Working Together to Safeguard Children' and other relevant guidance on safer recruitment;
- 1.2.4 to ensure the Employer's commitment to equal opportunities is adhered to at all stages of the recruitment and selection process, in particular that applicants and potential applicants are not disadvantaged or treated less favourably because of any Protected Characteristic;
- 1.2.5 to ensure that recruitment and selection procedures are fair, consistent, objective, and free of bias;
- 1.2.6 to ensure that those who are appointed to job roles are selected on the basis of their qualifications, skills, abilities and individual merit, as measured against the criteria contained in the relevant Person Specification and Job Description and as carried forward to be used in the shortlisting and interview processes;
- 1.2.7 to ensure that if an applicant is disabled and an arrangement or practice in the recruitment process will put them at a disadvantage compared to someone who does not suffer from a disability, any reasonable adjustment/s necessary to remove that disadvantage are identified and put in place;
- 1.2.8 to ensure that any criteria defined in Person Specifications and Job Descriptions that are likely to have the effect of inhibiting applications from groups who are protected by legislation because of a Protected Characteristic will only be used if they can be justified as a proportionate means of achieving a legitimate objective;
- 1.2.9 to ensure that sensitive and/or protected information regarding applicants, employees and volunteers is treated confidentially and in compliance with the data protection principles.

1.3 This Policy applies to the recruitment and selection of all applicants, whether internal or external, who apply to or are appointed to vacant job roles (referred to as 'vacancies' hereafter) irrespective of whether the employment is offered on a temporary, part-time,

fixed term or permanent basis and whether work is paid for, or offered on a voluntary basis without pay.

- 1.4 The Employer delegates responsibility for the recruitment all employees below the level of Head of Education to the Head of Education. In the case of recruitment of the Head of Education a Panel of Directors or other suitable persons will be convened and will be responsible for the same.
- 1.5 The Head of Education may further delegate responsibility for a particular recruitment process as he/she considers necessary but will retain overall responsibility for recruitment decisions and processes. Ordinarily recruitment decisions will be taken by a Panel appointed by the Head of Education (which may or may not include the Head of Education).
- 1.6 Whilst the Head of Education has overall responsibility for recruitment decisions and processes, all employees, volunteers and workers within the School share a responsibility for promoting and safeguarding the welfare of children and young people.
- 1.7 This Policy details all relevant Policies and Procedures to include, but not limited to the Child Protection Policy, Disciplinary Policy and Pay Policy.
- 1.8 This Policy is not contractual and can be replaced or amended by the Employer from time to time.

2. DEFINITIONS

- 2.1 *'Regulated Activity'*. For the purposes of this policy Regulated Activity means any of the following activities where there is contact or an opportunity for contact with children: teaching, training, instructing, caring for or supervising children, providing advice or guidance on the wellbeing or children, or driving a vehicle for children. This includes: volunteers; agency staff; temporary workers and contractors.
- 2.2 *'Disclosure and Barring Service (DBS)'*. The DBS is the organisation that provides information to help employers make safer recruitment decisions and thereby prevent unsuitable people who pose a risk of harm to children from gaining access to children through employment.
- 2.3 *'Enhanced DBS check'* – This is a check of the Police National Computer records of convictions, cautions, reprimands and warnings plus other information held by the Police that they consider relevant to identify those who may pose a risk to children and other vulnerable groups.
- 2.4 *'Enhanced DBS with barred list check'*. This is the check that **must** be completed for all individuals who work in Regulated Activity: it comprises the Enhanced DBS check plus an additional check of the Children's Barred List.
- 2.5 *'Protected Characteristic'*. These are the characteristics defined by the Equality Act 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation). It is unlawful to treat potential applicants, applicants and employees less favourably on these grounds.

3. PRE RECRUITMENT PLANNING

- 3.1 The costs of the recruitment exercise should be calculated to ensure an adequate budget has been allocated and approved. These costs will include advertising costs, agency fees and all other direct and indirect costs.
- 3.2 The pay range to be offered should be determined by reference to the relevant Pay Policy.
- 3.3 The remuneration package to be offered (pay and benefits) should be identified. If it is necessary to enhance the remuneration package to attract the right quality of applicant the reasons for this must be identified, approved and implemented in accordance with the Organisation's Pay Policy.
- 3.4 It is essential to ensure that the duties and responsibilities of a vacancy have been correctly identified and are up to date. Accordingly, it is advisable to undertake a review of these prior to the recruitment process and consider undertaking a complete re-evaluation of the Job Description and Person Specification if there has been any significant change in the job role or the Employer's requirements in relation to the same.
- 3.5 The Job Description should include reference to safeguarding of children, suitability to work with children, the requirement that appropriate boundaries be maintained between adults and children / young people, and reference to confidentiality and data protection obligations.
- 3.6 All Person Specifications must stipulate that the person employed must be suitable to work with children, maintain appropriate boundaries between adults and children / young people and receive satisfactory Enhanced DBS check with barred list information clearance, as appropriate.
- 3.7 The criteria on the Person Specification that will be used for shortlisting, and the criteria that will be used for selection at interview or in a separate testing process should be identified at an early stage. Shortlisting criteria will tend to be confined to objectively measurable requirements that can be adequately measured from a completed Application Form (e.g. qualifications and experience). Interview criteria will tend to include requirements that need to be probed or tested in some way.

4. ADVERTISING

- 4.1 The most effective method of placing the advert in front of an adequate number of suitably experienced and qualified applicants must be determined. This involves consideration of the different publications and media that are available and whether advertisements should be placed internally, externally or both.
- 4.2 All employees who are on maternity leave or on long term absence for any other reason should be notified of all vacancies and given an opportunity to apply if they wish to do so.

- 4.3 It is important that vacancies are advertised so that potential applicants have a level playing field and to ensure the Employer's commitment to equal opportunities is adhered to. This principle should only be departed from where there are good and justifiable reasons for doing so.
- 4.4 The reasons for any decision not to advertise a particular vacancy must be recorded in writing and kept for at least 6 months after the vacancy has been filled. Examples of acceptable reasons for deciding not to advertise include:
- a similar post has recently been advertised and an appointment can be made from the previous interviews;
 - a fixed-term appointment needs to be made urgently to cover the absence of the job holder (e.g. maternity leave, parental leave, sickness absence, etc).
- 4.5 Adverts must contain:
- a statement demonstrating the Employer's commitment to safeguarding and protecting the welfare of children;
 - reference to the requirement for satisfactory Enhanced DBS check;
 - a statement that confirms it is the Employer's policy to obtain references prior to interview.
- 4.6 Care must be taken to ensure that advertisements do not discriminate against potential applicants because of a Protected Characteristic.
- 4.7 In particular age related criteria must not be used in advertisements or Person Specifications and care must be taken to avoid indirect age discrimination by requiring more years' experience than can be justified in the circumstances (it is safest not to include a requirement for a fixed number of years' experience if this can sensibly be avoided).
- 4.8 The following information should be available to applicants from the date on which the advertisement appears:
- Job Description and Person Specification;
 - Safer Recruitment Compliant Application Form;
 - the Child Protection Policy statement;
 - the Safeguarding Policy Statement;
 - the Valuing Equality and Dignity at Work Policy;

5. APPLICATIONS

- 5.1 All applications for jobs must be made using a Safer Recruitment Compliant Application Form. CVs' must not be accepted.
- 5.2 The Application Form should stipulate that all required fields must be completed and that if these are left blank the application will not be considered.

- 5.3 If in the reasonable opinion of the person/s undertaking the selection process the information provided by an applicant on the Application Form suggests that the applicant is not suitable to work with children, the application will be excluded from the shortlisting process.
- 5.4 If a decision is taken to exclude an application because the information provided on the Application Form suggests the applicant is not suitable to work with children then a written record of the decision and the reasons for it must be made and retained for at least six months after the vacancy has been filled.
- 5.5 All Application Forms must be checked to establish whether any applicant has made a declaration about police cautions, criminal convictions or sanctions imposed by a regulatory body. Additional explanatory information provided by the applicant should not be read or considered before shortlisting has taken place. Where applicants have disclosed such information the Application form should be referred to HR for advice.

6. REFERENCES

- 6.1 References are sought to: obtain objective and factual information to support any decision to appoint an applicant; to test their suitability to work with children and young people and to test the accuracy and truthfulness of the information provided by the applicant on the Application Form.
- 6.2 Two written references should be obtained for all shortlisted applicants (including internal applicants) prior to interviews taking place. Where time constraints and/or delay by a referee makes this impossible, as an absolute minimum no applicant may be appointed unless and until two satisfactory written references have been obtained.
- 6.3 It is important for Safer Recruitment purposes that references are received directly from the referees and not passed on by the applicant or any other person. References or testimonials provided directly by the applicant must not be relied upon.
- 6.4 One reference must be from the applicant's current or last employer, unless the Application Form discloses special circumstances that justify departure from this rule. An example of special circumstances that might justify this is where the applicant has had an extended career break and it can be proved that their last employer has ceased trading and cannot be reached.
- 6.5 It is important for Safer Recruitment purposes that where an applicant's work does not currently involve working with children, but they have worked with children in the past, an additional reference be obtained from the employer where the applicant most recently worked with children.
- 6.6 Where the Employer has a model reference request letter and reference form these should be adapted as necessary and used as the basis for reference requests.
- 6.7 The Job Description and Person Specification for vacancy should be included with reference requests.
- 6.8 All reference requests should ask:
 - for confirmation of the applicant's job title when in employment with the referee's organisation;
 - for information regarding the applicant's salary and benefits
 - for information about the applicant's performance history and conduct;
 - for details of any live disciplinary or capability warning;
 - about the referee's professional relationship with the applicant;
 - how long the referee has known the applicant;
 - with reference to the Job Description and Person Specification, whether or not the referee is satisfied that the person is suitable for the vacancy;
- 6.9 Further, it is also important for Safer Recruitment purposes that reference requests addressed to an applicant's current employer, or a previous employer where the applicant has worked with children, ascertains the following:

- whether or not the referee is completely satisfied that the applicant is suitable to work with children, and, if they are not, ask for specific details of the referee's concerns and the reasons why the referee believes the applicant might be unsuitable;
 - details (including the outcome) of any disciplinary or capability procedures, or other allegations or concerns that have been substantiated, regarding the applicant, that directly or indirectly relate to the safety and welfare of children or young people;
 - whether or not any allegation has been made, that has not been formally investigated and determined, which might if proven suggest that the applicant is not suitable to work with children or young people, and if this is the case, ascertain details of the same;
 - the reason/s why the applicant left employment with the referee's organisation;
- 6.10 It is essential for Safer Recruitment purposes to ensure that the information provided on the Application Form is entirely consistent with the details confirmed in the references. If there are any inconsistencies these must be satisfactorily resolved before any decision is taken to offer the applicant employment.
- 6.11 Reference requests should not ask for information about an applicant's health or attendance until after a job offer has been made.

7. THE SHORTLIST

- 7.1 Depending upon the number of applications that are received it may be necessary to undertake two processes: the first to identify all applicants who meet the shortlisting criteria and, if there are too many to interview them all, a pared down shortlist who are to be interviewed.
- 7.2 In order to ensure equal opportunity for all applicants it is essential that shortlisting decisions are taken on objectively justifiable grounds.
- 7.3 Any applicant who does not meet the shortlisting criteria must be excluded from the shortlist (irrespective of any other considerations, including exemplary attainment in relation to a particular criterion, or personal knowledge of the applicant).
- 7.4 If it is necessary to produce a pared down shortlist, decisions about who to include on the list may either be taken:
- by a paper-based assessment of the applicant's performance against the interview criteria; or
 - by reference to some other objectively measurable criteria or criterion that can be measured by reference to the information provided on the Application Forms alone.
- 7.5 It is important to ensure that the reasons for excluding each particular applicant from the shortlist are recorded and retained for at least six months after the vacancy has been filled.

- 7.6 It is important to note the section below regarding 'Rehabilitation of Offenders' and not to automatically exclude those who have previous criminal convictions without assessing the relevance of any conviction to the vacancy that is being recruited to.

8. INTERVIEWS AND SELECTION

- 8.1 When applicants are invited for an interview, they should be informed that their identity and credentials will be checked, a DBS check will be necessary, and that they must bring evidence of their eligibility to work in the UK to the interview.
- 8.2 Any applicant who has indicated that they suffer from a disability must be asked if they require any special arrangements to be made in relation to the interview process. Any reasonable adjustments necessary to remove a disadvantage the applicant will be put to because of their disability must be put in place.
- 8.3 Applicants should also be asked to bring original or certified copies of their relevant educational and / or professional documents that are relied upon in respect of the vacancy they have applied for, to the interview.
- 8.4 Interviews are used to test and measure each applicant's skills, experience, aptitude, suitability and attitude by reference to the interview criteria that have been set and thereby to rank the applicants according to their suitability for the vacancy.
- 8.5 Standard questions should be agreed in relation to each interview criteria. This will ensure that each applicant is given an equal opportunity to show their strengths.
- 8.6 A numeric scoring system should be adopted. It is sensible to decide which interview criteria are most important so that if two or more applicants score the same it will be possible to objectively and fairly select the most suitable applicant.
- 8.7 At this stage an element of subjective judgment is likely to be necessary and it is therefore particularly important that reasons for scores allocated to each applicant, in relation to each interview criterion, are recorded in writing and kept for at least six months after the vacancy has been filled.
- 8.8 Specific questions must be asked to test the applicants in relation to their attitude to safeguarding and promoting the welfare of children. The Employer must be satisfied of a successful applicant's reasons for wanting to work with children and young people, their ability to form and maintain appropriate relationships and professional boundaries with children / young people, and their emotional resilience.
- 8.9 After all shortlisted applicants have been interviewed their respective scores against the interview criteria should be reviewed. If the recruitment exercise has been undertaken by a Panel (which will ordinarily be the case) the Panellists should meet to discuss the scores they have allocated and their reasons for the same. Under the numeric scoring system, selection will involve aggregating each applicant's scores and ranking them accordingly; this can either be done on simple aggregate or with a multiplier factored in to weight the more important criteria accordingly.
- 8.10 If two applicants have the same score, it will be necessary to review both applicants' Application Forms and the interview notes and thereafter agree and record justifiable reason/s for selecting one applicant over the other.

9. NOTIFYING OUTCOMES

- 9.1 Firstly, if there are any variable elements to the remuneration package the elements to be offered to the successful candidate must be established.
- 9.2 Ordinarily the applicant who is assessed as having scored best against the interview criteria will be able and willing to accept an offer of employment, however, this is not necessarily the case. For this reason, it is necessary to move quickly to contact the successful applicant (usually by telephone) and indicate that the Employer *intends* to make them an offer of employment subject to satisfactory checks. The Employer needs to ensure that the applicant's circumstances remain unchanged and they will be free and minded to accept the offer when it is received. Note that at this stage no offer of employment has been made; the offer will come later and in writing.
- 9.3 If the successful applicant indicates that they will not accept an offer of employment it will be necessary to confirm in writing that the applicant was to be offered employment but because they have indicated that they will not accept an offer, another applicant will now be offered employment instead.
- 9.4 The applicant who scored second highest now becomes the successful applicant and can then be contacted by telephone as above and the process repeated.
- 9.5 As soon as the successful applicant has confirmed their intention to accept an offer of employment the remaining candidates should be contacted and informed that their applications have not been successful because another applicant scored higher at interview.
- 9.6 At this stage no other details of the selection process should be divulged and if an unsuccessful applicant requests the same advice should be sought from HR to ensure that any response is properly drafted.
- 9.7 The next highest scoring applicant to the successful applicant may be informed of this fact and told that whilst the successful applicant will be offered the job on a conditional basis and that if for any reason the successful applicant is not ultimately appointed the Employer will make contact to discuss their application further.

10. MAKING AN OFFER OF EMPLOYMENT

- 10.1 An offer of employment must be made in writing and should confirm the remuneration package being offered, the job title of the vacancy and the name of the entity that will be the employer (e.g. the Local Authority or a company limited by guarantee).
- 10.2 The offer must be expressed in the offer letter as being 'conditional upon satisfactory completion of pre-employment checks'.
- 10.3 The successful applicant should be asked to confirm acceptance of the offer in writing within a fixed time period after which the offer will automatically lapse.

- 10.4 The offer will be withdrawn or employment terminated if any material discrepancy or dishonesty on the applicant's behalf during the recruitment process is subsequently discovered or if the result of any pre-employment check indicates that the applicant is not suitable for the vacancy or suitable to work with children.
- 10.5 Once the successful applicant has accepted the conditional offer, the contract of employment (or as an absolute minimum Section 1 Employment Rights Act 1996 Statement of Terms & Conditions of Employment) must be issued within two months of the applicant's commencement of employment.

11. PRE-EMPLOYMENT CHECKS

11.1 The Employer must complete the following pre-employment checks before the applicant commences work. The Employer:

- verify the person's right to live and work in the UK;
- make further checks as necessary, if the person has lived or worked outside of the UK;
- check professional qualifications and verify the same with the relevant awarding bodies;
- verify an applicant's identity, preferably from current photographic ID and proof of address;
- obtain a certificate for an Enhanced DBS with barred list check and ensure this is satisfactory (in exceptional circumstances the applicant may be allowed to commence work but must be accompanied, see below);
- obtain a separate barred list check if an applicant is due to start work in Regulated Activity before the DBS certificate is available. The Employer will ensure this check is completed prior to the applicant's start date and will ensure the check is satisfactory;
- where relevant, ensure the applicant has satisfactorily completed the statutory induction period, and;
- verify the applicant's mental and physical fitness to carry out their work responsibilities. Note that questions about an applicant's health are permissible after an offer of employment has been made;
- record the date on which each such check was completed, or the certificate obtained; and the designated person should sign their name against each check made to affirm the checks have been verified, and;
- record the name of the person who carried out the checks.

11.2 All pre employment checks must be:

- confirmed in writing;
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations);

- recorded on the Employer's single central record; and
 - followed up where they are unsatisfactory or there are discrepancies in the information provided and resolved prior to the applicant commencing work.
- 11.3 In all circumstances prior to the applicant commencing work, the Employer must be satisfied that it has properly ascertained that the applicant: has the right to work in the UK; has provided proper evidence of qualifications relied upon in relation to the vacancy; and that identity checks have been completed.
- 11.4 If an applicant cannot bring original or certified copies of their qualifications written confirmation of these must be obtained from the relevant awarding body.
- 11.5 Relevant DBS guidance will be followed if a Disclosure reveals relevant information that an applicant has not disclosed in the course of the selection process, which they had a duty to disclose.
- 11.6 Further advice must be sought in the following circumstances to ascertain next steps (including whether or not the relevant facts should be reported to the Police or any relevant regulatory authority):
- where the DBS Disclosure shows an applicant is barred from working with children;
 - if the applicant has provided false information in, or in support of, their application;
- or
- if there are serious concerns about an applicant's suitability to work with children.

12. DBS CHECKS

- 12.1 It is a criminal offence for the Employer to fail to check a person's status if they work, or are going to work, in any Regulated Activity.
- 12.2 If the Employer knows or have reason to believe that a person is barred it is a criminal offence for the Employer to allow that person to work for any length of time in any Regulated Activity.
- 12.3 Employees, Volunteers, Governors, and those who supervise children on work experience
- 12.4 An Enhanced DBS with barred list check must be obtained for all employees. All disclosures are only valid on the date of issue therefore the Employer will undertake disclosure checks every 2 years.
- 12.5 All employees must honestly and accurately complete all relevant sections of the DBS Application Form and produce original documentation, which will be verified by the designated person.

12.6 If an employee is in contact with children before satisfactory DBS clearance has been received, that person must always be appropriately supervised by an employee who has received satisfactory DBS clearance, and the Employer must ensure that all other checks, including a separate barred list check, have been completed.

12.7 Where appropriate, the Employer will consider obtaining a DBS certificate for people who supervise a child under 16 on a work experience placement. Factors under consideration will include the specific circumstances of the work experience, the nature of the supervision, and the frequency of the activity being supervised.

12.8 Rehabilitation of offenders

12.9 The Employer will not automatically refuse to employ an applicant just because they have a previous criminal conviction.

12.10 All applicants are required to disclose all convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act and subsequent amendments. All driving convictions must be disclosed if they are relevant to the vacancy.

12.11 If an applicant has a conviction and the nature of the offence is relevant to the vacancy the Employer will review the relevant circumstances of the case and where it considers it necessary to do so, exclude the applicant from the selection process.

13. DISQUALIFICATION BY ASSOCIATION

13.1 The Department for Education's statutory guidance 'Disqualification under the Childcare Act' means that the School must gather certain information to ensure that it is not employing someone who is disqualified from working in Relevant Childcare.

13.2 All candidates for both employed and voluntary roles are required to answer questions to the best of their knowledge that relate to disqualifying criteria, not only in relation to themselves but also to other individuals who form part of their household.

13.3 The reason for requiring information about others candidates' households is to guard against the risk that an individual who works with young children may be under the influence of a person who poses a risk to children.

13.4 If a disqualifying criterion applies then the individual in question may be disqualified from working in Relevant Childcare and the procedures outlined in the School's Suitability Policy would be followed.

14. PROHIBITION ORDERS – For Teaching Staff Only

- 14.1 Prohibition orders prevent a teacher from working in schools or other educational settings and are made by the Secretary of State following consideration of the case by a professional conduct panel convened by the National College for Teaching and Leadership (NCTL).
- 14.2 Any person who is prohibited from teaching must not be appointed to work as a teacher. The Employer will carry out a pre-employment check for any prohibition using the Employer Access Online Service.

15. EMPLOYMENT AGENCY STAFF

- 15.1 Employment Agency Staff may be used on a temporary basis where necessary to provide cover and/or ensure that the Employer's operational needs are met.
- 15.2 Employment Agency Staff may also be used to fill vacancies for permanent positions where the Employer has been unsuccessful in appointing a suitable applicant, or where 'hard to fill' posts exist. This means that the Employer contracts with an employment agency for the supply of a worker who is employed by the agency, not the Employer.
- 15.3 Prior to the date of the worker's commencement date, the Employer must obtain written notification from the agency that the agency has carried out all necessary pre employment checks on the worker who is to be supplied.
- 15.4 Where a temporary worker is provided by an agency the Employer must verify their identity to ensure the person who arrives is the person who has been supplied by the Agency. Proof of identity will include photographic evidence and the correct birth certificate, driving licence or passport combined with evidence of the person's address.
- 15.5 When using an Employment Agency is important to negotiate and establish in writing at the outset:
- all general terms and conditions that govern the agreement for supply;
 - any fee payable for the engagement of the worker (including VAT);
 - the notice provisions from both parties for termination of contract for supply;
 - any fee that is payable by the Employer if the worker takes up employment with the Employer directly;
 - any terms that relate to the repayment of any fee if the worker takes up employment with the Employer directly but the employment is subsequently terminated within a stipulated period.
- 15.6 Any change/s to the terms and conditions of the agreement between the School and the agency must be agreed in writing and state the date on which the change takes effect.
- 15.7 If an agency worker takes up employment with the Employer directly the Employer will complete all pre-employment checks as usual.
- 15.8 The Employer will observe the regulations that give agency workers the entitlement to the same or no less favourable treatment as comparable employees with respect to basic

employment and working conditions, if and when they complete a qualifying period of twelve weeks in a particular job.

16. VOLUNTARY WORKERS

- 16.1 When the Employer is actively seeking governors, directors and other volunteers, and is considering applicants about whom it has little or no recent knowledge, it should adopt the same recruitment measures as it would for paid staff. A person wishing to become a volunteer must complete an application form in full.
- 16.2 In all cases the Employer must still satisfy itself that the person is suitable to work with children by undertaking the guidance in this policy to include complying with the requirement to obtain satisfactory references, DBS checks and all necessary pre-employment and statutory checks.
- 16.3 Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or be allowed to work in Regulated Activity.
- 16.4 In other circumstances, e.g. where a volunteer's role will be 'one-off' e.g. accompanying teachers and pupils on a day trip, pre-employment checks would be unnecessary provided that the person is never left alone and unsupervised in charge of children.
- 16.5 Where volunteers are recruited by and work for another organisation, e.g. sports coaches from a local club, the Employer must obtain written assurance from that organisation that the person has been properly vetted and appointed via the safer recruitment practices.
- 16.6 A volunteer is a person who gives freely of their time, skills and experience. They are not an employee and will not have a contract of employment with the Employer or receive any pay. The volunteer is free to refuse to fulfil the role and the Employer is not bound to provide any work. It is also expected that both the Employer and the volunteer will give as much notice as possible if they are unable to meet these expectations.
- 16.7 Any relevant training that is required before the volunteering work is undertaken will be provided including safeguarding and health and safety. Volunteers will not be used as substitutes for employees.
- 16.8 The volunteer will be invited to enter into a volunteering agreement with the Employer. This agreement will identify:
- The volunteer's role and responsibilities;
 - The training that the volunteer is expected to undertake;
 - The policies, procedures, protocols and rules the volunteer is expected to understand and agree to comply with;
 - Any expenses that may be paid to the volunteer;
 - The insurance cover that will be provided for the volunteer;
 - Who will supervise the volunteer, and;
 - The notice that will be given to a volunteer if their role is to come to an end.

- 16.9 Volunteers are expected to comply with all the Employer's policies and relevant statutory guidance while they are on any of its premises or whilst undertaking any of their volunteering duties.
- 16.10 The Employer will ensure that volunteers are covered for insurance purposes in respect of personal injury, professional and public liability insurance. The insurance will not cover unauthorised actions or actions outside the volunteering agreement.

17. CONTRACTORS

- 17.1 The Employer will have arrangements in place with contractors to make sure that the contractor, or any employee of the contractor working at the organisation has been subject to the appropriate level of DBS check if any such check is required.
- 17.2 Where contractors are recruited by and work for another organisation, e.g. catering workers or cleaning workers, the Employer must obtain written assurance from the employing organisation that the contractor/s have been properly vetted and appointed via the safer recruitment practices
- 17.3 The Employer will consider obtaining the DBS check for self-employed contractors who cannot make an application directly to the DBS on their own account.
- 17.4 The Employer should always check the identity of contractors and their staff on arrival at any of the Employer's premises.

18. CONFIDENTIALITY

- 18.1 All documentation and data used in relation to the recruitment of staff and volunteers must be kept confidential and stored and filed in a secure manner with access only granted to those who have good reason to be allowed the same.
- 18.2 All data must be processed and stored in compliance with the Data Protection Act.
- 18.3 Data that relates to unsuccessful applicants need only be retained for a limited period of time in case an applicant requests reasons for a decision or challenges the lawfulness of a recruitment exercise. For this reason, data will be held for at least six months but may be confidentially disposed of thereafter.
- 18.4 Data that relates to successful applicants will be retained for the duration of their employment and may be held for up to six years thereafter in accordance with long time limitation in legal claims (although in practical terms three years is usually sufficient to cover potential liabilities to ex-employees).
- 18.5 The Employer is committed to ensuring that all information provided about an applicant's criminal convictions, including any information released in disclosures, is kept confidential.

- 18.6 Only the people directly responsible for recruitment will be informed of an applicant's criminal record.
- 18.7 Information relating to offences will be kept securely in lockable filing cabinets, and access to keys restricted to those responsible for recruitment and HR.
- 18.8 Information on ethnic origin, gender and nationality may be collected in the interests of equal opportunities monitoring. This information will not be used in the selection process for anything other than this purpose.