

Safer Recruitment Policy

2024 - 2025

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Date: 04/10/2024

Last reviewed on: 01/11/2023

Next review due by: 04/10/2025

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Aim

The aim of this policy is to describe the process that LAMP Learning use to ensure they comply with their statutory requirements under the heading of safer recruitment. This policy forms part of a suite of policies under the topic of safeguarding.

Recruitment & Selection

LAMP has a robust recruitment process and procedure that is outlined below.

- All staff involved with the recruitment and employment process at LAMP have received safer recruitment training. Training is updated as and when required and/or every 2 years.
- All job applicants are provided with a job description and person specification which will include the safeguarding responsibilities of the role and if it will involve contact with children
- Job adverts will contain reference to LAMP's commitment to safeguarding and that safeguarding checks will be made.
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account
- LAMP job application forms include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity) and include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders
- The shortlisting process will include at least 2 members of staff. Amongst other things, they will consider any gaps in employment, inconsistencies and the reasons given for them.
- If shortlisted, Applicants are required to complete a self-declaration regarding their criminal record and their suitability to work with children.
- LAMP will also carry out an online search on shortlisted candidates and will make this known if this is the case.
- A minimum of 2 references are received prior to the successful applicants
- Prior to employment, LAMP will check an individual's identity
- An enhanced DBS with barred list information will be obtained prior to employment for all posts regardless of whether they are in regulated activity.
- Complete a right to work in the UK check
- Do the appropriate checks if the prospective employee has worked abroad.
- Ensure that the successful applicant is mentally and physically fit for the role
- Check any professional qualifications e.g. QTS
- Make prohibition from teaching, prohibition of working with children and Section 128 checks where relevant and appropriate.

Single Central Register

LAMP records all information regarding the checks carried out on staff in LAMP's single central record (SCR). Copies of these checks, compliant with GDPR, will be held in each individuals' personnel files.

New staff

When appointing new staff, LAMP will:

- Verify their identity.
- Apply for an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). A copy of this will not be kept for longer than 6 months
- Verify their right to work in the UK and keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate.
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include: For all staff, including teaching positions: criminal records checks for overseas applicants. For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state.
- Ask for written information about previous employment history and check that information is not contradictory or incomplete.
- Seek references on all short-listed candidates, including internal candidates, before interview. These will be scrutinised and any concerns resolved before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

If LAMP have concerns about an existing member of staff's suitability to work with children, all the relevant checks, as if the individual was a new member of staff, will be carried out. This will also do this if an individual moves from a post that is not regulated activity to one that is.

LAMP will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- LAMP believe the individual has engaged in relevant conduct; or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or

- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

LAMP will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

LAMP will ensure that any contractor, or any employee of the contractor, who is to work at LAMP has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

LAMP will obtain the DBS check for self-employed contractors and will not keep copies of such checks for longer than 6 months. Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances. LAMP will check the identity of all contractors and their staff on arrival at the school.

Volunteers

LAMP will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

Links to other policies, documentation

- LAMP Child Protection & Safeguarding Policy
- LAMP Staff Code of Conduct
- Keeping Children Safe in Education