



# **Safer Recruitment Policy and Procedures for ITT Trainees**

**Keeping Children Safe in Education 2023**

September 2023

The safe recruitment of trainees is the first step to safeguarding and promoting the welfare of the children in education. Prestolee SCITT is committed to safeguarding and promoting the welfare of children and young people and expects all trainees to share this commitment.

It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment of competent, motivated trainees who are suitable to train to teach.

Prestolee SCITT recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The SCITT is committed to ensuring that the recruitment and selection of all who train to teach with the SCITT is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The SCITT will uphold its obligations under law and national collective agreements to not discriminate against applicants training on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in the Keeping Children Safe in Education 2022 document. (DfE). This document should be used in line with the Trust's Child Protection Policy and the SCITT's Single Equality Policy.

All trainee positions within the SCITT are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure Barring Service check (DBS).

The SCITT is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

## **Safer Recruitment Training**

The SCITT will:

- Ensure that appropriate staff who undertake recruitment have received Safer Recruitment training and successfully completed the SRC Safer Recruitment Training assessment.
- Every appointment panel to include one member who has received Safer Recruitment Training.
- Implement robust recruitment procedures and checks for appointing trainees to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills for the intended role.
- Ensure that the Prevent Strategy is taken into due consideration and trainees all have an understanding of the implications involved.
- Keep and maintain a record of recruitment and vetting checks in line with DfE requirements.
- Require trainees who are convicted or cautioned for any criminal offence during their training with the SCITT to notify the SCITT, in writing, of the offence and the penalty.

## **The following pre-training checks will be undertaken:**

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer. For trainee applicants still at university or who obtained their degree within the past five years, one reference must be from somebody at the university who can comment on academic ability and potential.
- Proof of Identity.
- Proof of Address.
- Verification of the candidate's proof of eligibility to work in the UK.
- Teacher Barring Checks.
- A satisfactory Enhanced DBS clearance (Child Workforce) and Barred list check.
- Verification of the candidate's medical fitness.
- Verification of qualifications.

## **Roles and responsibilities**

**It is the responsibility of senior managers to:**

- Ensure the SCITT has effective policies and procedures in place for the recruitment of all trainees in accordance with DfE and KCSIE guidance and legal requirements.
- Monitor the SCITT's compliance with them.
- Ensure that the SCITT operates safe recruitment procedures and makes sure all appropriate checks are carried out on all trainees who train to teach with the SCITT.
- Promote welfare of children and young people at every stage of the Procedure.
- Deal with the administration of the disclosure system for the SCITT.

**It is the responsibility of all trainees to comply with this document.**

## **The Procedure**

### **Advertising & Applications**

- All vacant trainee teaching positions are advertised on DfE Apply.
- All documentation relating to applicants will be treated confidentially in accordance with GDPR.
- All applications for a trainee teacher position must be made through DfE Apply. CV's will not be accepted.
- It is unlawful for the SCITT to recruit anyone who is barred from working with children.
- It is a criminal offence for any person who is barred from working with children to apply for a position at the SCITT/in a school.
- The SCITT requires candidates to account for any gaps or discrepancies in employment history on their application form. Where an applicant is shortlisted, these gaps will be discussed at interview.
- Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.
- References must be in writing and be specific to the candidate's suitability to train to teach - open references or testimonials are not acceptable. The SCITT will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.
- Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

### **Self-declaration of convictions by trainee applicants**

The SCITT's policy requires trainees in receipt of a conditional offer to train to teach, to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

Such declarations must be submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel, prior to the interview. The chair of the panel will discuss relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions, cautions or pending cases will not necessarily prevent the offer of a trainee position but will be considered in the same way as positive DBS disclosures.

## Interviews

The selection process will always include the following:

- Face to face professional interview including a question related to safeguarding children (in line with SRC Safer Recruitment Training).

## Proof of Identity and Right to Work in the UK & Verification of Qualifications

Shortlisted applicants will be required to provide proof of identity by producing documents on the day of interview in line with the Disclosure and Barring Service and those set out in The Immigration, Asylum and Nationality Act 2006.

Short-listed candidates will also be required to provide proof of their qualifications by producing documentation on the day of interview. The SCITT will verify that candidates have actually obtained any qualifications legally required and claimed in their application by asking to see the relevant certificate. If the original documents are not available, applicants must obtain certified copies from the awarding body. Where candidates have obtained qualifications abroad, a certified comparability check by NARIC will also be required. Proof of identity and other documentation will be verified by the chair of the panel and copies taken should be signed and dated by the person seeing the original document.

## Offer

The SCITT carries out a number of pre-course checks in respect of all prospective trainees. If it is decided to make an offer following the formal interview, any such offer will be conditional on the following:

- Verification of the applicant's identity (where that has not previously been verified).
- The receipt of two references.
- A satisfactory online check.
- The SCITT being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership/DfE, or any 3 predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant from training with the SCITT, or which, in the SCITT's opinion, renders the applicant unsuitable to work in a School.
- The receipt of an enhanced disclosure from the DBS which the SCITT considers to be satisfactory.
- Confirmation that the applicant is not named on the Children's Barred List.
- Confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children
- Verification of the applicant's right to work in the UK.
- Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK.
- Verification of required qualifications.
- Health questionnaire to confirm fitness to work in role.

## Record Retention / Data Protection

The SCITT will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (ie: shredded/deleted). The 6 month retention period will allow the SCITT to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal.

Under GDPR 2018, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel / Headteacher within 6 months of the interview date.

This is in line with the [SCITT Data Protection Policy](#)

## **Personal file records**

The SCITT will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- Shortlisting form
- Supplementary Information form
- References
- Disclosure of convictions form
- Proof of identification
- Proof of academic qualifications
- Proof of right to work in the UK
- Results of DfE Teacher Barring Checks
- Evidence of medical clearance from Occupational Health
- Health and Physical Capacity to teach form
- Evidence of the DBS clearance from 'Ucheck'
- Next of Kin Information
- Signed trainee ICT Acceptable Use policy
- Signed Training Contract (includes Trainee Code of Conduct)
- Safeguarding Certificate
- Interview questions document
- Mini-teach observation document
- Written tasks