

Safer Recruitment Guidance For NAS Schools & Services

*(To be used in conjunction with the **NAS Recruitment and Selection Policy and Procedure, and Online Searches Guidance**)*

1. INTRODUCTION

This document is intended to be used in conjunction with the Charity's Recruitment and Selection Policy. It's purpose is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children, young people, or vulnerable adults
- identify and reject applicants who are unsuitable for work with children, young people or vulnerable adults

The guidance applies to all schools, services, and anyone else employed in a role (paid or volunteer) within the charity who may work with children, who is likely to be seen by the children as a safe and trustworthy adult and vulnerable adults. In conjunction with the charity's recruitment policy, it meets or exceeds requirements from Safeguarding Vulnerable Groups Act 2006 (England and Wales), Safer Recruitment through Better Recruitment (Scotland Foundation and Higher) and Keeping Children Safe in Education (September 2022).

2. STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of support staff in schools (including teachers, deputies and head teachers) and services. These requirements change from time-to-time and must be met.

3. THE RECRUITMENT PANEL

It is good practice to have three people in the recruitment panel. Where this is not possible, the interview panel must include the recruiting line manager and at least one other panel member. At least one member of the recruitment panel (panel member interviewing the candidates in case of assessment centres) should have completed Safer Recruitment training or should have a thorough understanding of this policy and the relevant legislations.

The Safer Recruitment training can either be arranged locally or can be accessed through NSPCC website.

4. SHORT-LISTING, ONLINE SEARCHES AND REFERENCES

4.1 Short-listing of candidates will be against the person specification for the post and any valid testing agreed for the role.

4.2 NASAT schools and NAS schools and services where children are supported will need an online search check in line with Keeping Children Safe in Education 2022. Please refer to the Online Searches for shortlisted candidates guidance for information on this and the process.

4.2 As part of the recruitment process, candidates should be asked to provide their referencing information. This should be the employees 2 most recent employment references. This must include;

- Their current or most recent employment
- A reference from the relevant employer from the last time the employee worked with children. If this is not covered in the employees 2 most recent employment references then you must request a third reference covering the last time the applicant worked with children. If the applicant has never worked with children then the 2 most recent employment references should be requested as set out above.

Information may be held electronically and must outline all periods of employment or self-employment (whether or not related to health or social care), showing beginning

and end dates, (actual or approximated month and year), together with an explanation of periods of non-employment.

Individual placements within a continuous period of employment need not be listed.

4.3 Where possible, references should always be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

4.4 References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted.

4.5 Where possible, referees should be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

4.6 Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post; reasons for leaving.

4.7 All employees are entitled to see and receive, if requested, copies of their employment references.

4.8 Following up references with telephone calls is good practice for all recruits and a record kept on the reference to confirm checks undertaken and by who. The person checking references should state when they checked, by what method and who they spoke to.

5. THE SELECTION PROCESS

5.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

5.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

5.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to HR;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children young people and vulnerable adults.

6. EMPLOYMENT CHECKS

6.1 All successful applicants are required:

- to provide proof of photographic identity and proof of address;
- to complete an enhanced DBS disclosure application/PVG/Access NI and receive satisfactory clearance;
- In schools, Teachers must be checked to ensure they are not subject to a prohibition order issued by Secretary of State. A check of any prohibition can be carried out using the **Teachers Services system**. (<https://sa.education.gov.uk/idp/Authn/UserPassword>)
- to provide actual certificates of qualifications (not copies); to complete a confidential health questionnaire;
- to provide proof of eligibility to live and work in the UK;
- if the person has lived or worked outside the UK, this should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teacher Services' system. The criminal record check (CRC) (<https://www.gov.uk/government/publications/criminalrecordschecksforoverseas-applicants>) for overseas candidates also needs to be carried out, where reasonably practicable. This is not required if the applicant holds a British passport. In cases where the applicant doesn't have a British passport but has lived in the UK for over 10 years we would need to explain the rationale if we are unable to complete this check (e.g. not lived abroad since a particular date). A good character reference must be obtained for British citizens who have been in the UK for 10 years or less and non-British citizens commence.
- In schools, check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State. This includes governors if the governing body is the proprietor body for the school and such staff positions as: head teacher, any teaching positions on the senior leadership team, and any teaching positions which carry a department headship. Under the revised guidance, s.128 directions will be shown on checks made by DBS and NCTL. Schools should therefore use both methods of checking when making appointment from now on to any staff management position which involves regulated activity. It is important that when submitting application for a DBS check for such a role, that it is clearly indicated that this is the case. We must include on the DBS application form, within box 61, Position Applied for, 'Child Workforce Management of Independent School'. This allows DBS to confirm if an s128 direction has been made.

7. INDUCTION AND TRAINING

7.1 All staff who are new to our charity will receive induction training that will include the charity's safeguarding policies and guidance on safe working practices, and staff code of conduct.

7.2 Regular meetings will be held during the first 6 months of employment between the new employee(s) and the appropriate manager(s).

7.3 All staff should receive appropriate safeguarding training which is regularly updated.

8. SINGLE CENTRAL REGISTER (SCR)- For school based staff

8.1 Schools and colleges must keep and maintain a Single Central Register, the register should include:-

- all staff, including supply staff, who work at the school;
- all others who work in regular contact with children, including volunteers;
- Independent schools, including academies and free schools, all members of the proprietary body.

8.2 Information recorded on each individual must include:

- An ID check;
- A barred list check;
- An enhanced DBS check, including reference number;
- A prohibition from teaching check;
- A section 128 check (for management positions) including academies and free schools;
- Further checks on people living or working outside the UK;
- A check of professional qualifications;
- A check to establish the person's right to work in the UK;
- Whether the person is in regulated activity or not (as from September 2018).

8.3 The SCR should be available to be printed in a readable format.

9. Schools and services must obtain written notification from any agency, or third party organisation, they use that the organisation has carried out the checks on an individual who will be working at the school/service. Checks must be undertaken to ensure that the person presenting themselves for work is the same person on who the checks have been made.

Further advice and guidance on Safer Recruitment is available as follows;

England

All Services

- Safeguarding Vulnerable Groups Act 2006
- Regulated activity in relation to children: scope. Factual note by HM Government

Children’s Home (in addition to the above)

- The Children's Homes (England) Regulations 2015

Schools (in addition to the above)

- Keeping Children Safe in Education 2024
- Early Years Foundation Stage (EYFS) Statutory Framework
- The Education (Independent School Standards) Regulations 2014
- The Teachers’ Disciplinary (England) Regulations 2012

Relevant Regulated Staff

Role	Professional Regulator/Registration Body
Teachers	Teachers Regulation Authority (TRA)
Registered Manager (Children’s Home)	Ofsted
Registered Manager (Adult Care Home)	Care Quality Commission (CQC)
Nominated Individual	Care Quality Commission (CQC)
Clinicians	Health and Care Professions Council (HCPC)

Wales

All Services

- Safeguarding Vulnerable Groups Act 2006
- Regulated activity in relation to children: scope. Factual note by HM Government
- Social Care Wales (Registration) Rules 2024

Relevant Regulated Staff

Role	Professional Regulator/Registration Body
Registered Manager (Adult Care Home) Domiciliary Care Managers	Social Care Wales
Adult Care Home Workers Domiciliary Care Workers	Social Care Wales
Responsible Individual	Care Inspectorate Wales (CIW)
Clinicians	Health and Care Professions Council (HCPC)

Scotland

All Services

- Safer Recruitment Through Better Recruitment 2023

Care Services (in addition to the above)

- SSSC’s Code of Practice for Employers of Social Service Workers
- Regulation of Care (Scotland) Act 2001
- Public Services Reform (Scotland) Act 2010

Safer Recruitment Guidance for NAS and NASAT Schools & Services Last amended on 21/10/2024

- Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011
- Health and Social Care Standards 2018

Relevant Regulated Staff

Role	Professional Regulator/Registration Body
Registered Manager (Adult Care Home) Domiciliary Care Managers	Scottish Social Services Council (SSSC)
Adult Care Home Workers Domiciliary Care Workers	Scottish Social Services Council (SSSC)
Children’s Residential and Day Care Workers	Scottish Social Services Council (SSSC)
Clinicians	Health and Care Professions Council (HCPC)

Northern Ireland

All Services

- Co-operating to Safeguard Children and Young People in Northern Ireland 2017
- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007

Relevant Regulated Staff

Role	Professional Regulator/Registration Body
Registered Manager (Day Service)	Regulation and Quality Improvement Authority (RQIA)
Social Care Workers	Northern Ireland Social Care Council (NISCC)
Responsible Individual	Regulation and Quality Improvement Authority (RQIA)