

Education Update: Safer Recruitment

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Recruitment Manager and Trainer



Agenda

- DBS filtering rule changes
- Updating your recruitment application forms and self-declaration forms
- Changes to the KCSIE guidance (Post EU Exit)
- Adjustments to make to your Single Central Record (SCR) (EEA sanctions and restrictions)

Beth Alberga, Safer Recruitment Manager and Trainer

Beth's background in safeguarding and safer recruitment spans over 10 years. Her education experience includes work as a qualified trainer, having completed the Safer Recruitment Consortium training as well as her years of service with EPM.

With safer recruitment as one of her passions, Beth is part of the South East England Safeguarding Network Group which meets quarterly in an effort to keep safeguarding high on everybody's agenda. She is also part of both regional groups and national forums that share practice and develop policy as part of a DfE working group, formed during consultation for the KCSIE 2016, 2018 and 2019 documents.

DBS Filtering Rules Changes

On 28 November 2020, the filtering rules for Standard and Enhanced DBS checks changed

- Direct applicants to the [Ministry of Justice](#) website for guidance on self-declarations
- Direct applicants to a [list of offences that will always be disclosed](#) on Standard and Enhanced DBS certificates (unless they relate to a youth caution)
- All convictions resulting in a custodial sentence, whether or not suspended, will always be disclosed
- Youth cautions, warnings and reprimands will not be disclosed automatically on a Standard or Enhanced DBS certificate



Updating your Recruitment Application Forms

How to update your recruitment application forms for changes to the filtering rules:

Job application forms relating to positions that are eligible for a Standard or Enhanced DBS check will need to reflect the filtering rules so that:

- Employers ask the right questions, and
- Employees give the right (legally accurate) answer

We suggest that you use the following questions as a template for your own recruitment processes:

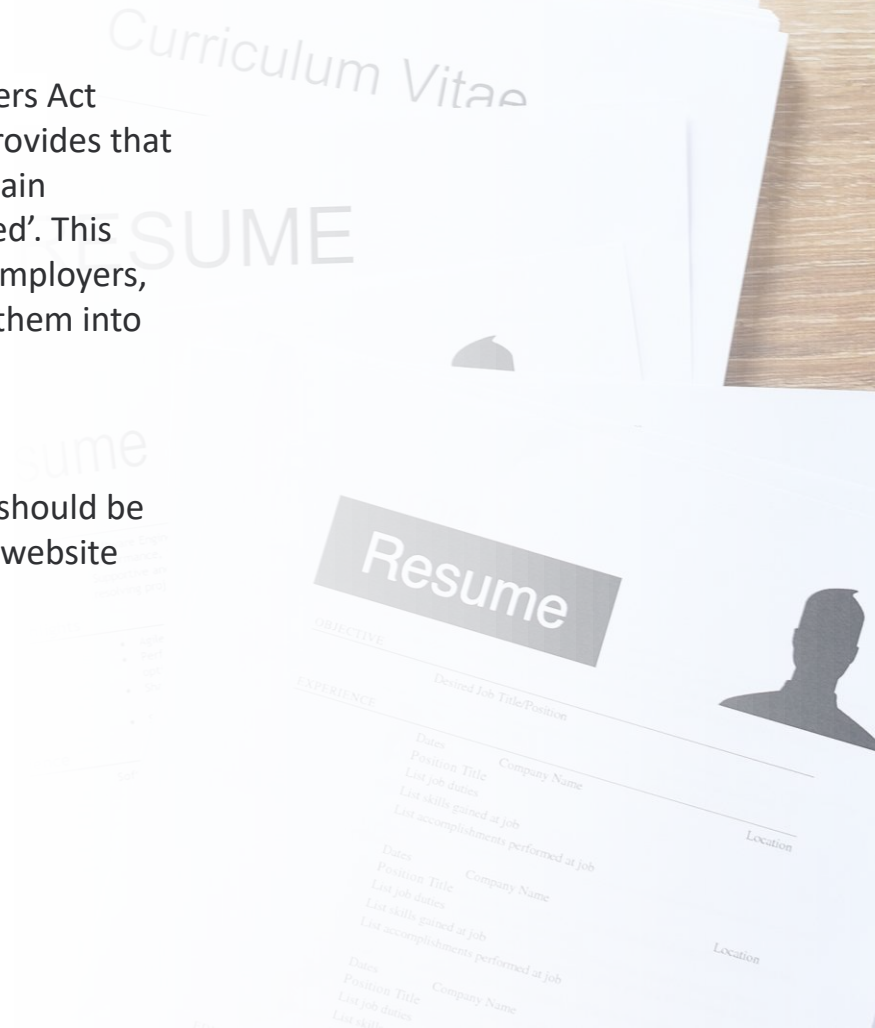
- | | | |
|----|---|-------|
| 1. | Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | (Y/N) |
| 2. | Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | (Y/N) |

Updating your Recruitment Application Forms

When referring to criminal convictions on the application form, we recommend you include the paragraphs below:

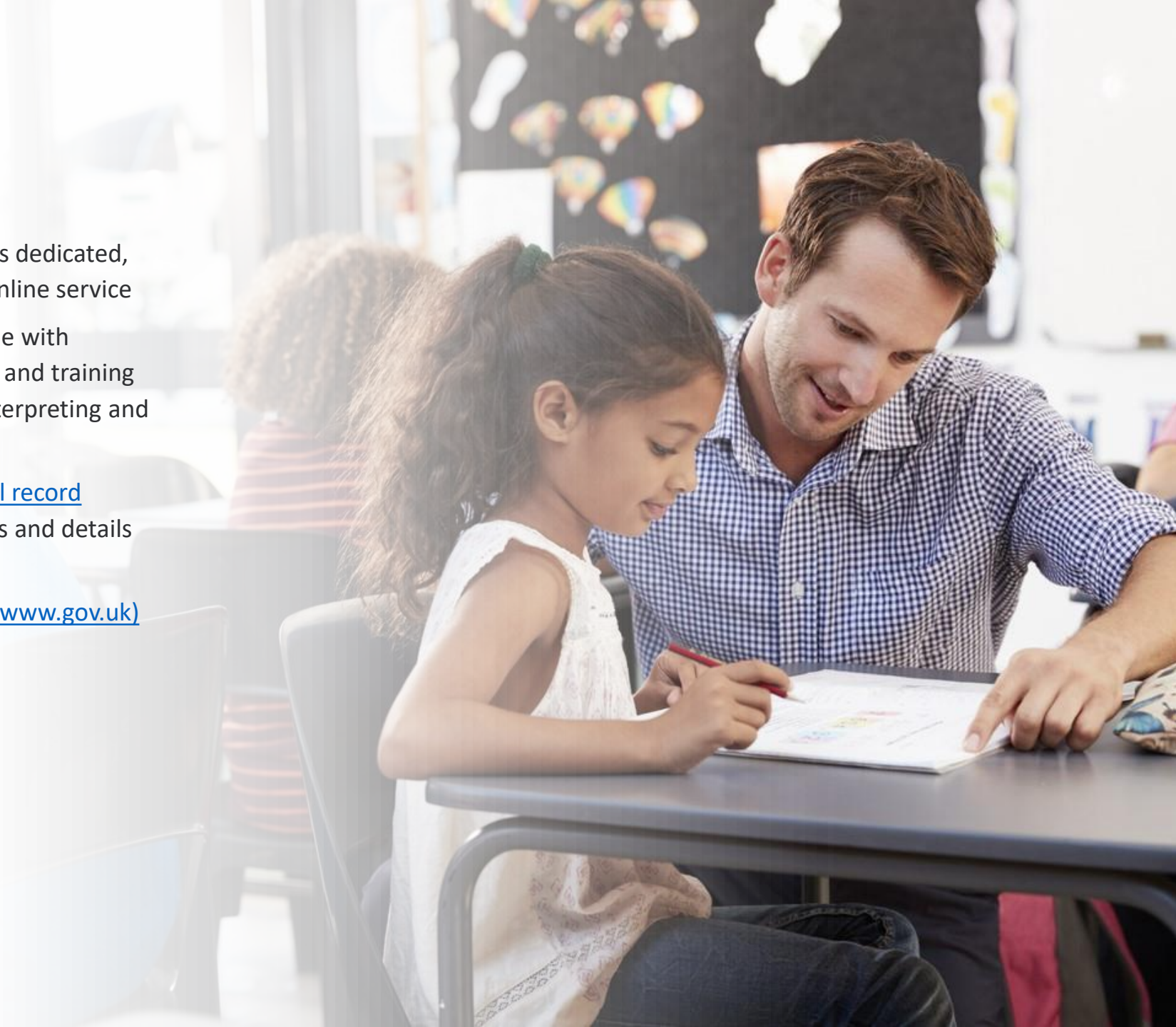
The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](#) website



Self-declaration

- [Nacro's Criminal Record Support Service](#) is the UK's dedicated, confidential, national resettlement helpline and online service
- They provide expert advice and advocacy to people with criminal records, as well as expert advice, support and training to employers and organisations responsible for interpreting and managing this information
- Nacro has developed [sample templates of criminal record declaration forms](#) that take account of the changes and details of the Rehabilitation of Offenders Act 1974
- [Handling of DBS certificate information - GOV.UK \(www.gov.uk\)](#)



A large pink circle with a thin white border, containing the text 'Changes to KCSIE Guidance (Post EU Exit)'.

Changes to KCSIE Guidance (Post EU Exit)

Changes relate to part 3 of KCSIE only from 18 January 2021

- Para 149 European Economic Area (EEA) regulating authority teacher sanctions or restrictions
- Para 165 now directs you to para 172 for further checks on people who have lived or worked outside the UK

For teaching positions:

- Para 172: obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, [UK NARIC](#)

If applicants require such a letter, email cpq@naric.org.uk with:

- Country in which they got their qualification
- The country in which they wish to practice/work
- And the profession they wish to work in

Note:

KCSIE consultation to the September 2021 edition closed on 4 March 2021

Single Central Record (SCR) Requirements

Breaking News:

As of 1 April 2021, the Barred List will move to the TRA Teacher services website.

Only those who have a legitimate interest i.e., the recruiter such as Schools, Academies or LA's will have access to this section.

Only in extreme circumstances should a standalone barred list be requested before a person starts their appointment because the full DBS certificate has not been received. Normal practice is to wait to see the DBS certificate before the employee starts work.

- The headings on your SCR may need to be adjusted now we have left the EU
- If you have EEA sanctions & restrictions on your SCR – make a note this requirement ceased as of 31 December 2020
- You may want to add a new column for a letter of professional standing

Live Q&A Session – 20 April

Join our experts from EPM, Avec and Southalls on
Tuesday 20th April from 2.00 - 3.00pm

We will be discussing the following topics:

Governance
Finance
Health & Safety
HR
Payroll
Safer Recruitment
Wellbeing

You can submit your questions in advance or ask them
live on the day.

We look forward to seeing you there!





Thank you for joining us

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