

# Pol37 – Safer Recruitment Policy



## Introduction

The purpose of this policy 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 or young people;
- identify and reject applicants who are unsuitable for work with children and young people;
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in "Safeguarding Children: Safer Recruitment and Selection in Education Settings" and the code of practice published by the DBS
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.
- At least one recruiter has successfully received accredited training in safe recruitment procedures.

The Recruitment Policy and Procedures are based on and conform with statutory and non-statutory guidance contained in 'Keeping Children Safe in Education (September 2016)' and 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings March 2009'. This policy also has due regard for Prevent Duty Guidance: for England and Wales (March 2015 supplemented by the non-statutory advice and a briefing note The Prevent duty: Departmental Advice for Schools and Childminders and The Use of Social Media for On-line Radicalisation (July 2015)) and the Disqualification under Childcare Act 2006 (March 2015). The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

## Inviting Applications

- Advertisements for posts – whether in newspapers, on-line or other written formats, it will include the statement: "The school has a clear safeguarding policy and will make appropriate CP checks. All applicants must complete an application form."
- Prospective applicants will be supplied, as a minimum, with the following:
  - job description and person specification
  - the School's Child Protection Policy
  - the School's Safer Recruitment Policy
  - an application form
  - Safeguarding Children's Statement – (2016)
  - The Prevent Duty – (June 2015)

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- KCSIE – Keeping Children Safe In Education – Statutory Guidance For Staff ( April 2014)
- KCSIE – Keeping Children Safe In Education – Information for Schools and College Staff – (April 2014)
- KCSIE – Keeping Children Safe In Education – Information for all School and College Staff (July 2015)
- KCSIE – Keeping Children Safe In Education – Statutory Guidance for Schools and Colleges – (July 2015)
- Disqualification under the Childcare Act 2006 – (February 2015)
- Safeguarding Children’s Statement – (2016)
- Please refer to -Working Together to Safeguard Children – (March 2013).

### **Recruitment And Selection Procedure**

The school is committed to ensuring that no one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding that apply.

This will involve:

- Including the School’s Child Protection policy statement in any job advertisements
- Requesting applicants to complete an application form, requesting identifying details, National Insurance number, a full, chronological career history since leaving secondary education, any relevant or required qualifications, details of referees and a declaration of criminal convictions that are not “protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013).
- Providing a Job Description and Person Specification which contains the School’s Child Protection policy statement.
- Providing each applicant with a copy of a document detailing the application and recruitment process at OSS, which also contains the School’s Child Protection policy statement.
- Ensuring all recruitment documents also clearly state that “applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service”.
- Asking candidates appropriate questions at interview relating both to their skills and their reasons for wanting to work with children.

All applicants for employment will be required to complete an Application Form asking for the following:

- Full, identifying details of the applicant, including current and former names, current address and National Insurance Number
- A full, chronological career history since leaving secondary education. The applicant will be asked to clarify any gaps.
- Any academic and/or vocational qualifications that are relevant to the position for which he/she is applying
- A declaration of any existing contacts in the School.
- Details of referees.

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- A declaration of any convictions, cautions, reprimands or final warnings, except for those to which the DBS filtering rules apply. Please see <https://www.gov.uk/government/publications/dbs-filteringguidance> for further information.

Candidates will be asked to complete any incomplete forms. A Curriculum Vitae will not be accepted in place of the completed application form.

Along with the Application Form, applicants will receive the following:

- A Job Description, containing a Person Specification, a statement of the terms and conditions relating to the post, the School's Child Protection Policy statement and an introduction to the School
- A copy of the notes explaining the application and recruitment process at OSS.

Applicants will receive a job description and person specification for the role applied for. The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All staff are subject to a three months probationary period during which the school can terminate the contract. The school also reserves the right to extend this probationary period should it deem this necessary.

Short-listed applicants will be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. Further assessment is introduced, such as skills tests, or an observed lesson.

All candidates are asked to bring the following with them to interview:

- Documentary evidence of their ID that will satisfy DBS and Safer Recruitment requirements
- Documents confirming any educational and professional qualifications that are necessary for the post.

It is at this point that a personal safeguarding interview will take place, to better understand the candidate's attitudes, motivations and suitability to work with children.

Written records of all interviews, observations and skills tests will be kept on the successful applicant's personnel file.

If, for whatever reason, references are not obtained prior to the interview, the candidate should also be asked at interview if there is anything he/she wishes to declare or discuss in light of the questions that have been (or will be) put to their referees. It is vital that references are obtained and scrutinised before a person's appointment is confirmed and before he/she starts work.



## Appointment Procedure for Staff

The following checks are carried out prior to the first day at work:

### Career History

• Candidates are asked for a full, chronological career history since leaving secondary school. They will be asked to provide reasons for any gaps in the Career History section of the Application Form.

### References

References will be taken up on short listed candidates prior to interview unless otherwise stated on the application form

- The School will request at least two references for each candidate, which must be a combination of the candidate's current or most recent employer and their most recent instance of working with children. Ideally, these should cover roughly five years in a person's career history.
  - Referees will be asked to state the following in the School's Reference Form:
    - o Any disciplinary or child protection issues
    - o Any reasons why the candidate should not be employed for work with children
    - o The candidate's reasons for leaving
  - Referees will also be asked to write a general reference as part of the reference form, in order to provide a better picture of the candidate
  - If a reference is taken over the telephone, detailed notes will be taken, dated and signed.
  - The School will not accept references from relatives or referees writing solely in the capacity of friends.
- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for.
- If the referee is a current or previous employer, they will also be asked to confirm:
  - o whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
  - o whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people
  - o the candidate's suitability for working with children and young people;
  - o the candidate's suitability for this post.

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- The School will only accept references obtained directly from the referee on the official form with all sections completed. It will not rely on references or testimonials provided by the applicant or on open references or testimonials.
- The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

**ID Check** This is carried out in line with DBS requirements. Candidates will be asked to provide the following:

- Passport
- Driving Licence (photocard)
- Utility bill or bank statement which is less than three months old
- Any evidence of a change of name

If the candidate cannot provide any of the above, guidance issued from the DBS will be followed. Copies will be taken and kept on the candidate's file.

### **Right to Work in the UK**

This will usually be the candidate's UK passport. However, the School will follow Government-issued guidance in cases where a candidate is unable to provide a UK passport. A copy of the evidence will be taken and kept on the candidate's file.

### **DBS Check**

It is anticipated that all regular positions (whether voluntary or paid) will fall within the definition of 'Regulated Activity' and will therefore require an Enhanced DBS check.

No vetting checks will be carried out for those who are one-off volunteers for School events or trips.

A check against the barred list will be undertaken on all staff, either within the enhanced DBS disclosure or separately. Until the School has had sight of the original Disclosure Certificate, the candidate will be treated as unchecked.

The Disclosure may be obtained either by asking the individual to apply for a new DBS Certificate, or by them producing a DBS Certificate. Candidates must produce the original of their DBS Certificate, along with the required proofs of ID. This will be recorded and held on the candidate's file.

If the DBS is delayed, the Headteacher may allow the member of staff to start work, on the following conditions:

- The appointment is not confirmed

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- All other relevant checks have been completed satisfactorily
- The DBS application has been made in advance
- A Risk Assessment is written and kept on file
- A separate Barred List check is made and kept with the Risk Assessment
- The Risk Assessment is reviewed every two weeks until the Disclosure Certificate arrives
- Appropriate safeguards are taken (eg supervision)
- The member of staff is informed as to what these safeguards are

If the DBS certificate does not return with a satisfactory clearance and has relevant convictions or other relevant information, the applicant will need to complete the 'DBS Check Risk Assessment Form' (see Appendix 1)

### **Prohibited Teacher Check**

Prior to beginning work at the school, the School will undertake a Prohibited Teacher Check using the DfE's Teacher Services' System on any person to be employed to carry out teaching work.

### **Prohibition from Management of Independent Schools Check ("section 128 direction")**

The School will check whether staff appointed to management positions are subject to a section 128 direction. The posts which would fall under this definition are:

- Proprietor
- Headteacher
- Senior Staff

### **European Economic Area (EEA) Prohibition Check**

The School will check for any sanction or restriction that an EEA professional regulating body has imposed.

### **Overseas Candidates**

If a candidate has lived overseas for more than three months at any point in the past five years, an overseas Police Check/Certificate of Good Conduct will be requested from the relevant country. Where the candidate has worked in a school in the UK since moving from overseas, the School is entitled to decide to carry out only the standard checks.

### **Medical Fitness Check**

Once an appointment has been offered, the School will ask the candidate to complete a pre-employment Health Questionnaire. Candidates will also be asked to declare the following on a Medical Declaration Form:

- They know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.

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### **Qualifications Check**

All candidates will be asked to provide original proof of any professional qualifications they hold which are either required for, or relevant to, the position. Copies will be taken and kept on file.

If no original is to be found, the School will ask the candidate to order replacement certificates, or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file.

### **Outcomes of the Application and Recruitment Process**

Where the following apply, the School will report the facts to the Police and/or the Disclosure and Barring Service:

- The candidate is found to be on the Barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or
- The candidate is found to have been prohibited from the teaching profession
- A candidate has provided false information in, or in support of, his or her application; or
- There are serious concerns about a candidate's suitability to work with children

### **Appointment and Safeguarding Procedures for Others**

#### **Supply Staff**

The School does not engage supply teaching agencies, preferring to engage supply teachers directly and conducting the same recruitment checks as would apply to fully-employed staff.

#### **Visiting Professionals**

Individuals such as psychologists, nurses, dentists and other public sector staff will have been checked by their employing organisation (LA, Primary Care Trust or Strategic Health Authority). The School will therefore simply ask for confirmation of employment from their employing organisation and request that the individual brings the following proof of ID upon arrival:

- Passport
- Driving Licence
- Utility Bill/Bank statement which is no less than three months old
- Any official ID from the employing organisation.

However, if the individual is self-employed, the same checks will apply as those for staff.

#### **Visiting Speakers**

In line with Prevent statutory guidance, the School will ensure that any visiting speakers who might fall within the scope of the Prevent duty, whether invited by staff or pupils, are appropriately supervised. The School will, in line with regulation, also take action to ensure that each speaker is suitable. Please see 'Policy 45 - Visiting Speakers Policy'.

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### **Volunteers**

New regular volunteers will be subject to the following checks,

- ID
- Enhanced DBS Certificate (including barred list check where appropriate)
- Overseas checks (where appropriate)
- Receipt of at least two satisfactory references
- Informal Interview/Meeting
- Confirmation that no concerns have been raised by others in the School community

If a volunteer does not fall into the definition of 'regular', the School will complete a risk assessment based on the circumstances and decide which additional, discretionary checks are required.

### **Vetting Check Exemptions**

In line with the DfE Regulatory Requirements, the School will not conduct vetting checks on the following:

- Visitors to the Proprietor/Headteacher/other staff
- Those who have only brief contact with children in the presence of a teacher
- Pupils aged under 16 on work experience or similar
- Those on the school site when pupils are not present
- Visitors carrying out repairs or servicing equipment.

The School does not re-check staff returning from maternity leave, sabbaticals or similar.

### **Induction**

All new staff will take part in an induction programme designed to help familiarise them with the School's policies and procedures, including confirming that they have read, understood and agree to the following:

- Safeguarding and Child Protection Policy • Anti-bullying Policy • Cyberbullying Policy • Behaviour Policy • Sanctions – supplementary guidance • Staff Code of • Physical Restraint and Use of Reasonable Force Policy • Use of Mobile Phones Policy • Keeping Children Safe in Education Part 1 and Annex A September 2016 • Working Together to Safeguard Children 2015 • What to do if you are worried a child is being abused March 2015

The programme also includes attendance at Child Protection training appropriate to the role.

### **The Single Central Register of Appointments**

In accordance with current legislation, the School keeps a Single Central Register of Appointments, indicating whether or not the following checks have been completed on all current members of staff and proprietor at the school:

- Identity checks
- Qualification checks for any qualifications legally required for the position
- Enhanced Disclosure (or DBS Status Check)
- Barred List check (date of DBS check unless a separate earlier barred list check was undertaken)
- Right to work in the UK



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- Overseas checks, where applicable
- Prohibition from Teaching Check (where appropriate)
- Prohibition from management check (where appropriate)
- European Prohibition Check
- References
- Career History/CV Check
- Medical Declaration
- Medical Fitness
- Disqualification from Childcare (where applicable)

A checklist is completed with regard to the recruitment checks outlined in this policy. The completed checklist is stored in each member of staff's personnel file.

### **Recruitment Process Summary**

#### **Planning & Advertising**

Produce Job Description

Produce Advert, including statement re Safeguarding, references and DBS Update all standard recruitment letters:

- Applicants & Referees spreadsheet
- Application Form
- OSS Application & Recruitment Process
- Reference Request (Form)
- Acknowledgement Letter
- 'No' Letters

Agree interview panel and interview questions

#### **Response to Advert**

Keep details of all enquiries on spreadsheet

Send an application pack to each enquirer consisting of:

- Job Description
- Application Form
- OSS Application and Recruitment Process Explanation

#### **References**

If interviewer happy to proceed with references, request references. It is the School's policy to ask for at least two references and to ensure that referees are suitable by ensuring, as far as is possible, that:

- One reference is from the current or most recent employer
- One reference is from the most recent case of working with children
- A period of roughly five years is covered

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### **Interviews**

Depending on the position, interviews will normally consist of skills-related questions and a personal interview. There will be a lesson observation for teaching positions and possibly a skills test for non-teaching positions.

The interview panel should consist of more than one person. In the case of the Warner-style interview, one interviewer will ask the questions while the second interviewer scribes.

Candidates should be asked if there is anything they wish to declare in light of the requirement for a DBS check.

If references are not obtained before interview, the candidate should also be asked if there is anything he/she wishes to declare or discuss in light of the questions that have been (or will be) put to his/her referees.

### **Recruitment Decision and Checks**

The interviewer contacts the successful candidate directly to informally offer them the position. This will generate a Letter of Appointment, to be produced in conjunction with the HR Administrator and includes:

- Start Date
  - Hours of Work
  - Salary
  - Who will be in charge of the candidate's induction
  - Review period
  - A list of the checks that need to be completed before the first day at work
- Letters to unsuccessful candidates should be sent at the same time, including to those who have been on 'hold'.

### **Payroll**

Ensure that the candidate has:

- Handed their P45 to the HR Administrator, or completed an HMRC P46

### **Child Protection Training**

Has the successful candidate recently had CP training (i.e. within the past year)? If not, they will need the training.

### **Retention of records**

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the School to keep their details on file.