



Transform Trust Safer Recruitment Policy

The Local Governing Body of [NAME] School adopted this policy on [DATE].
It will be reviewed annually no later than 31 December 2018.

Safer Recruitment Policy

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in their roles. The Trust/school recognises the value of, and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law (both employment and education) and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation or identity, marital status, disability, race, colour, nationality, ethnic origin or religion.

This policy was consulted on and agreed in September 2015. It is to be reviewed with the recognised trade unions and is therefore subject to change.

Introduction

The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to this school, it also sets out the minimum requirements to:

- attract the best possible applicants to vacancies;
- deter prospective applicants unsuitable for work with children;
- identify and reject applicants unsuitable for work with children.

Practices

The following procedures and practices are in place to ensure the safe recruitment of staff.

Stage 1: Advertising and Inviting Applications

All advertisements for all posts will clearly stipulate the stance adopted by this school by the inclusion of the following statement:

“The Governors of are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service”

Stage 2: Pre -Application Pack

Prospective applicants are supplied with the following:

- Application Form – that includes a self-disclosure form;
- DBS Enhanced disclosure requirements
- School information and the setting;
- Recruitment timeline
- Department Information;

- Job description;
- Safer Recruitment Policy;
- Safeguarding Children Policy.

All applicants must complete the application form in full.

Stage 3 Applicant Selection / Short-Listing

All applications received will be scrutinised in a systematic way by the short-listing panel and candidates deemed suitable for the post will be short-listed following consultation between the member of staff leading the recruitment process and other relevant staff processes. A shortlisting grid highlighting the essential criteria should be used. These can be obtained from the Trust HR Lead.

Telephone interviews may be used at the short-listing stage to establish suitability for interview but will not be a substitute for a face-to-face meeting as part of the final selection/interview process. Where possible, references are taken up before the interview stage. However, should a candidate progress to selection and interview stage prior to their receipt, satisfactory references will always be taken up prior to any appointment being made.

Stage 4 Interview

Prior to embarking on the interview process and on point of arrival, candidates selected for interview will have to provide:

- photographic proof of identity
- actual certificates of qualifications
- eligibility to live and work in the UK

The interview process will seek to assess candidates in terms of whether their appointment would be in line with safer recruitment and fulfill the requirements of the post. A competency-based interview will be conducted with evidence gathered against both the technical and behavioural competencies that are most relevant for that post.

Significantly, in terms of safer recruitment practices, at least one representative involved in the interview process, will have successfully completed safer recruitment training and there will be one further interviewer present to watch the responses given by the applicant when asked probing safer recruitment interview questions.

Candidates will always be required to:

- explain satisfactorily any gaps in employment or significant periods of time working or living abroad;
- explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
- declare any information that is likely to appear on an Enhanced DBS disclosure;
- demonstrate their capacity to safeguard and protect the welfare of children and young people.

Stage 4 – References

References are sought directly from the referee. References or testimonials provided by the candidate are never accepted. Open references 'To whom it may concern' and so on will not be accepted if they fail to include date evidence or are without obvious authorisation from a credited source.

In all cases where applicants are invited to interview, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges and retained on the personnel file of the individual appointed. Furthermore, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies and again a detailed written note of such exchanges will be retained on the personnel file of the individual appointed.

Stage 5: Successful Candidate

Pre-Employment Checks

Further to those checks at the point of interview the candidate will be required to provide all of the following prior to taking up the post being undertaken:

- receipt of at least two satisfactory references;
- verification of the candidate's identity;
- a satisfactory Enhanced DBS disclosure;
- a satisfactory check on QTS status and the DfE Prohibition Order list (for all staff backdated to April 2012).
- verification of the candidate's medical fitness (via a confidential health questionnaire);
- verification of qualifications;
- verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted);
- the production of evidence of the right to work in the UK.

The staff member responsible for the recruitment of a new member of staff will ensure that the recruitment checklist is filled in and returned on the new employee's file.

Stage 6 Induction

All staff who are new to the school are required to undertake induction training in line with the school's Induction Policy. This will include the following:

- Health and Safety training;
- Safeguarding training.
- Provision of KCSIE information, Safeguarding Children Policy and the Code of Conduct and checking these have been read and understood.
- Signing confirmation on a standardised induction checklist, providing another level of safeguarding check.

Stage 7 Leaving Employment

There is a statutory requirement within the Protection of Children Act and as part of appropriate DBS checks that need to be applied where employees work in the provision of care services to children.

Employees at a school who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on the grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Disclosure and Barring Service, PO Box 181, Darlington, DL1 9FA.

This School will:

- maintain a central record of recruitment and vetting checks
- require staff who are convicted or cautioned for any offence during their employment with the school to notify the Head Teacher in writing of the offence and penalty.
- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure, in line with the School's Policy.
- respond to changes in legislation required to ensure the safeguarding of children and review policy and practice in the light of developments for instance the Disclosure and Barring Service (formed by the merger of the CRB and ISA in 2013)
- carry out regular reviews of this policy (specifically if key changes in legislation or ISI requirements necessitate this).

This record contains details of checks for:

- All staff who are employed to work at the school;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach and cover staff.

Rehabilitation of Offenders Disclosure

The Rehabilitation of Offenders Act 1974 (ROA) was revised following implementation of change to the ROA included in the Legal Aid and Sentencing and Punishment of Offenders Act 2012. As of May 2013, amendments made to the Exceptions Order of the ROA resulted in certain old and minor cautions and spent convictions not being subject to disclosure or appearing on a standard or enhanced DBS disclosure certificate.

As such, the Trust recommends the following wording to the application information for any prospective applicants:

"As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant

factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Office Manager. If you would like to discuss this beforehand, please telephone in confidence to the Head Teacher for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in dismissal if the discrepancy comes to light subsequently.

I have nothing to declare/I enclose a confidential statement (please delete as appropriate)."

Data Protection Issues

Employees are entitled to see and receive, if requested, copies of their employment references. Further disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the DBS Code of Practice (www.gov.uk).

Supply Staff

For the purposes of creating the record of checks for supply staff provided through a supply Agency, the school will request written confirmation from the supply Agency that it has satisfactorily completed all relevant checks. Access to the check is only required where there is information contained in the Enhanced DBS Disclosure. Information disclosed as part of an Enhanced DBS Disclosure will be treated as confidential. Identity checks will be carried out to confirm that the individual arriving at the school is the individual that the agency has referred.

Peripatetic Staff

For the purposes of creating the record of checks for peripatetic staff (for music, sports etc.) the school will require all necessary checks and DBS requirements to be fulfilled. This policy has been written with reference to the DfE's Publications Safeguarding Children and Safer Recruitment in Education and Keeping Children Safe in Education.