



## Safer Recruitment Policy

<b>Version:</b>	V3- Replaces Previous Policy
<b>Last updated:</b>	June 2018
<b>Next review:</b>	June '20 or when there is a change in circumstances, in work practices or the introduction of new legislation.
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This Staff Recruitment Policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education (September 2016)'. This policy aims to ensure both safe and fair recruitment and selection is conducted always. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

### **1. Recruitment and selection policy statement**

- The Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.
- The Company is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service.
- A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the Company's performance and fundamental to the delivery of a high-quality service.
- This policy applies to all the Company's employees and governors responsible for and involved in recruitment and selection of all staff. The ultimate responsibility for recruitment and selection lies with the Governing Body for the School and Board of Directors for other staff.

### **2. Purpose**

- To ensure recruitment is conducted in a fair, effective and economic manner.
- To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

### **3. Aims and Objectives**

- To ensure that the safeguarding and wellbeing of children and young people takes place at each stage of the process
- To ensure a consistent and equitable approach to the appointment of all the Company's staff.
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against. To ensure the most cost-effective use is made of resources in the recruitment and selection process.

### **4. Principles**

- All applicants will receive fair treatment
- All applicant packs will include the job description
- Employees will be recruited on the knowledge, experience and skills needed for the role.
- Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DfE.
- Selection will be based on a minimum of a completed application form, short listing and interview, but in the case of teaching staff will, whenever possible, involve the teaching of a class or student.

- Posts will normally be advertised. A decision will be made by the Governing Body for the School or Directors for other positions, whether this will be internal only.
- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

## **5. Equal Opportunities**

The Company is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against.

As a Company we recognise the value of having a diverse workforce.

## **6. Recruitment Procedure**

### **Staff recruitment request process**

- The Headteacher or the Senior Leadership team (SLT) will approach the Governors for School appointments or the Board of Directors for other appointments, to request additional or replacement staff, providing an appropriate business case.

The Governors or Board of Directors will carry out the following:

- Seek to understand the reason behind the request, for example a member of staff is to retire, or otherwise leave, or it reflects the educational or wellbeing or other identified needs of child/ren and young people
- Ascertain that the post is actually required for the Company to continue to deliver the educational, wellbeing or support required by the Directors, SLT and Governors and the relevant policies
- Evidence that alternative methods for covering the tasks have been fully explored, for example distributing the tasks to existing staff, using spare capacity etc.
- Be confident that the post cannot be filled by existing staff, where such a process does not cause undue strain to anyone else.
- Obtain a Job Description for a new type of post
- Identify a suitable salary for the post
- Identify the work pattern and hours needed
- Quantify any additional costs, (other than those related to salary) with justification
- Establish whether an existing salary may need “topping up” as a pay rise or honorarium.
- A report, covering the above issues, will be sent to the Directors who will consider the recommendations in the light of the needs identified, strategic aims of the company and the finances available. A decision or a requirement for additional information will then be passed back to the Governors.

## **7. Job description and advertisement**

- Where the Directors, have satisfied themselves that a post is required and finances are available to proceed, a suitable job description will be drawn up by the Headteacher, or delegated person, or SLT in conjunction with HR and then approved by the Directors.
- The advert and Job Description will be issued with our fully compliant Application Form. Where posts are to be advertised externally this will be via suitable publications, platforms or other channels. Where there are potential appropriate candidates on our data base, or known to the organization, direct approaches may be made.
- The Application Form includes an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974, further details in CCPAS guidance. The information supplied makes clear the School's commitment to safeguarding children and that a full enhanced DBS, and disbaring checks- where relevant- are required from all applicants.
- The Application Form includes information about GDPR
- A health declaration form will be obtained at this stage only where the physical nature of the role requires a certain level of physical fitness.

The description should also ensure that all applicants are aware of:

- The specialist nature of the Company
- Whether there is a requirement for a level of physical fitness required, due to the nature of the role
- The responsibilities/requirements of the role
- Indication of hours/days required
- Indication of salary and other benefits

## **8. Application Form**

- A standard application form will be used to obtain a common set of core data from all applicants. The pack also contains additional information necessary to check perspective candidates.
- References for interviewees will normally be requested at this stage.

## **9. Shortlisting**

Responses are sifted, using specific criteria, appropriate to the post being advertised. Short-listed candidates will be invited for interview. In the case of teaching staff, applicants will, whenever possible, be observed teaching a class or student. Where ever possible all staff will meet other staff and children and young people as part of the interview process.

## **10. Interviews**

Candidates will be asked to bring photographic evidence, a drivers' licence or passport, for the identity checks.

- The interview will assess the merits of each candidate for the post and explore their suitability to work with our children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate. Where appropriate a question on safeguarding will be asked during the interview.
- During the interview, any matters arising from references will be addressed.
- A minimum of two interviewers will form the interviewing panel and one of these will be a Governor or member of the SLT.

The members of the panel will:

- Have the necessary authority to make decisions about appointments;
- Be appropriately trained, (one member of interview panel will have undertaken the training in accordance with the DfE Safer Recruitment Training).
- Meet before the interviews to reach a consensus about the required standard for the job to which they are appointing and to consider the issues to be explored with each candidate and who on the panel will ask about each of those.
- Where a candidate is known personally to a member of the selection panel this will be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude toward children and young people;
- His/her ability to support the school's agenda for safeguarding and promoting the welfare of children;
- Gaps in the candidate's employment history;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- If the candidate wishes to declare anything in light of the requirement for a DBS check.
- Any other issues/factors that may need to be taken in to consideration given the nature of the role
- If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees.
- It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.

## **11. Conditional Offer of Appointment**

A conditional offer of employment is made to the successful candidate and a start date is confirmed. Unsuccessful candidates are informed of the outcome of their application.

Health Questionnaires that fully comply with the Equalities Act 2010 will be used.

## 12. Pre-Appointment Checks

An offer of appointment to the successful candidate will be conditional upon:

- Verification of the candidate's identity using photographic ID and proof of address
- Verification of eligibility to work in the UK
- Overseas check, EAA and other areas checks (where appropriate) where an applicant has lived outside the UK.
- Verification of the candidate's mental and physical fitness to carry out their role
- The receipt of at least two satisfactory references
- Verification of qualifications
- Verification of professional status where required e.g. QTS status (unless properly exempted), NPQH
- Obtain a DBS Enhanced Disclosure as applicable under the Keeping Children Safe guidance.
- A separate check of the DfE Barred List (if contact with children). This is checked as part of the DBS process. In any case where the person needs to start before the DBS check is cleared, a separate barred check will be obtained.
- A check using the Employer Access Online Service to see if a prohibition from teaching/from management order issued by the Secretary of State for Education exists against the individual or not
- (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Where a DBS check is brought from previous employment, it must be relevant and current, without a gap of service of three months or longer up date
- Written information about previous employment, as per Page 31 of the statutory safeguarding guidance from the Department for Education (DfE), updated from 5 September 2016, must be obtained.
- A Health Questionnaire will be requested, where this has not already been obtained.

All checks will be:

- Confirmed in writing;
- Documented and retained on the personnel file
- Recorded on the school's single central register (SCR)
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.
- Risk assessed where appropriate

## 13. Volunteers:

The following procedures are in place to cover volunteer recruitment.

- Volunteers who are in regulated activity (in that they will have regular unsupervised contact with children) will need to obtain an enhanced DBS with child barring check.

- If the volunteer is to be supervised at all times (helping in a class), then the Company can decide if a DBS check is necessary. If so, only an enhanced DBS is legally allowed in this circumstance.
- Volunteers will also need to complete a volunteer agreement, a Staff record, various declarations forms and they will also need to bring in some form of photo ID and relevant documentation. Details should be logged on the SCR.

### **Students/Work Experience:**

The following procedures are in place to cover students/work placements.

- On agreement with the Headteacher, the home college or organisation must send the Company an official letter headed letter or email with details of:
  - Student name
  - DOB
  - Purpose of placement (inc. aims/objectives)
  - Plan of activities agreed (including what year group)
  - From and to (how long for and what days/hours)
  - ID / DBS checks taken – declaration from college/organisation of all safeguarding checks
  - Any special arrangements needed for student / health care issues etc
  - The organisation or college should have carried the necessary checks such as DBS and ID checks. If for some reason the student does not have the relevant checks, the Company can obtain a DBS, if necessary, depending if the student will be supervised or unsupervised.
- The Head Teacher must ascertain that the Company has the necessary public or employer's liability insurance to cover persons whilst under our care and will issue information on health and safety, confidentiality, staff handbook and other relevant information they need.

### **14. Positive disclosures**

- The term 'positive disclosure' refers to a disclosure containing information relating to convictions, cautions, reprimands and so on, plus 'soft information' relating to non-convictions but which the police deem as relevant.

Where there is a positive disclosure, to aid the decision-making process and prior to any judgements being made, the interviewing Manager will complete the 'Disclosure Risk Assessment form (Employment) and forward to HR Manager who will, refer to the Head Teacher and/or relevant Director(s), who will be responsible for making an assessment of whether the offence(s) listed are sufficiently serious to cause concern.

The assessment of the positive disclosure will be in accordance with the following checklist:

- the likely impact that the positive disclosure could have on the individual's ability to carry out the job role;
- the seriousness and nature of the offence(s);

- the nature of the appointment;
  - the length of time since the offence(s) occurred;
  - the number and pattern of offences;
  - the applicant's age at the time;
  - any explanation of the circumstances of the offence(s) that may already have been given
  - concealment of the offence(s) at the application stage/non-disclosure of offences that occurred during employment
- The decision taken, based on the disclosure information received, will be recorded on the individual's HR record.
  - The manager is responsible for fully completing and submitting a risk assessment detailing the information documented on the DBS certificate to the HR Manager for consideration in line with the guidance within this policy.
  - Where appointment or continued employment of an individual with positive disclosures proceeds, the record of decision will be retained permanently on the individual's personnel file and the DBS disclosure information will be retained securely for six months from the decision being made.

### **15. Reporting concerns:**

The facts must be reported to the police and/or the DfE Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team), if:

- the candidate is found to be on Barred list, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children

If an individual's DBS certificate is not available a member of staff would only be able to start work if:

- the individual is appropriately supervised
- other, satisfactory checks (references etc) have been received
- a separate barring check has been completed where applicable
- the person in question has been informed of these safeguards
- a risk assessment has been completed by the Headteacher or other suitably qualified Governor or member of the SLT

### **16. Post Appointment Induction**

There will be an induction programme for all staff which includes Safeguarding, FGM and anti-radicalisation training in addition to familiarization with policies and procedures relevant to the post.

### **17. Single Central Record**

The following personnel will have their details entered on the Company Single Central Register:

- Staff in regulated activity – all teaching staff (teachers and assistants) all wellbeing and intervention employees and managers. All business support staff. All subcontractors who regularly attend the Company or Business Support Office.
- Volunteers working in an unsupervised capacity
- Supply Staff
- Visiting Professionals in regular contact with children – e.g. Visiting Music Therapists
- All subcontractors who regularly visit the Company or Business Support Office.
- All Governors
- All Directors

On appointment of staff or volunteers the following details will maintained on our single central record:

- name
- ID checks
- DBS plus barred check where applicable
- prohibition check
- professional qualifications
- right to work
- employment details
- references- at least one professional and one personal

**18.** Student placement information will be kept in a separate file with all necessary paperwork and information.

**19. Risk Assessments of staff whose employment pre-dates the registration of the School.**

All staff will have an enhanced DBS and the Disclosure number entered on the SCR.

The Company follows all regulations and DfE guidance including, paragraph 119, on page 34 of the 'Keep Children safe in Education' guidance, says that 'schools should carry out "all relevant checks" (including DBS checks) on existing staff where:

- There are concerns about a staff member's suitability to work with children
- A person moves from a post that was not regulated activity into work that is regulated activity

It notes that apart from in these circumstances, schools are not required to request DBS or barred list checks for existing staff'.

- A risk assessment will be completed for all employees who were in post prior to June 2016.
- Details of full employment histories will be obtained and any gaps in employment investigated
- Where possible references will be obtained
- Where there are concerns, appropriate checks will be carried out including Enhanced DBS etc.

## **20. UP-Dating Service**

The FGB will identify roles where there is high risk and these employees will be required to join the DBS 'Up dating Service'

## **21. Renewal of Enhanced DBS checks**

All exiting employees are required to immediately disclose any convictions, cautions, reprimands or warnings that arise during their employment, in order that we can put any appropriate safeguards in place, or take appropriate action according to the nature of the job.

All staff must complete a disclosure declaration during supervision.

We follow paragraph 119, on page 34 of the guidance, which says that schools should carry out "all relevant checks" (including DBS checks) on existing staff where:

- There are concerns about a staff member's suitability to work with children
- A person moves from a post that was not regulated activity into work that is regulated activity

It notes that apart from in these circumstances, schools are not required to request DBS or barred list checks for existing staff.

All regulations will be fully complied with. The FGB will consider the policy for renewing of DBS certificates annually.

## **22. Retention of DBS Certificates**

The certificate number will be recorded on the SCR. All certificates will be retained for 6 months and then destroyed.

## **Appendix 1: Pre-employment checklist**

Appointments will be made with regards to the following:

- Training: At least one member of the short-listing and interview panel should have carried out the safer recruitment training
- Planning: Timetable decided, advertisement, job description and person specification reviewed and updated as necessary.
- Advertising: The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people
- Application Forms: Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the declaration with regards to the Rehabilitation of Offenders Act.
- Short-listing: Interview panel members should be involved in shortlisting the applications.
- References: References will be requested prior to interview and chased up if not received. Check and scrutinise references on receipt – any discrepancies or concerns should be taken up with applicant at interview or the referee.
- Interview: The panel should have at least 2 members and should have the authority to appoint. They must meet prior to interview and agree issues, questions, assessments, criteria and standards. At least one member must have completed the safer recruitment training.
- Conditional Offer of Employment: Offer of employment must be subject to satisfactory completion of the following pre-employment checks:
  - Identity and Nationality: These should be verified once the offer has been made.
  - Right to work in UK: This again should be verified as soon as possible after the offer has been made – original certificates must be submitted and copied.
  - Qualifications Checked: These should be verified once the offer has been made. Original certificates must be submitted and copied.
  - DBS: An enhanced level DBS disclosure will be required.
  - Prohibition Order- Check against DfE list of those prohibited from working with children.
  - Medical Clearance: The candidate must be both physically and mentally fit to undertake the post. Refer to self-declaration form from Application.
  - QTS/QTLS – for teacher only. The candidate should provide original documentation to prove that he/she has obtained QTS/QTLS.
  - Medical declaration form.

- Any additional checks as per CCPAS guidance/updates and employment law
  - (1) Supply Teachers – All supply teachers must undergo the same checks as above.
  - (2) Volunteers – The above checks should be carried out on volunteers where they are in regulated activity.