



# Safer Recruitment Policy

It was developed by	Ian Smith – based on national statutory guidance
Consultation	All
Governing Sub Committee	All
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## School Vision

At Chesswood Junior School we inspire our whole school community to enjoy their learning adventure and have fun along the way. We ignite a passion for learning throughout the school community, securing excellence, empathy and equality in all that we do.

## School Mission

We will strive to achieve the highest standards of academic achievement and behaviour within a vibrant, exciting learning environment so that all children leave this school with confidence and the ability to take advantage of future opportunities.

## Agreement Links

This policy should be read in conjunction with the following school policies

Supporting Material



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## 1. Introduction

Chesswood School is committed to safeguarding and promoting the welfare of children. This policy is designed to ensure that safer recruitment practices and procedures are embedded, in line with national statutory guidance, to support this. The policy complies with guidance outlined in 'Keeping Children Safe in Education 2014' and 'Working Together to Safeguard Children 2013'.

This policy is an essential element in creating and maintaining a safe and supportive environment for all children and staff within the school and the wider school community. We aim to ensure both safe and fair recruitment and selection of staff by:

- Attracting the best possible candidates to vacancies
- Ensuring that the recruitment process is fair and consistent for all
- Undertaking thorough checks to deter identify and reject candidates who are unsuitable work with children.

The procedures outlined within this policy are adhered to fully at all times.

## 2. Roles and Responsibilities

### 2.1. **Governors**

The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair;
- recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements;
- monitor the school's compliance with them;
- ensure that appropriate staff and governors have completed safer recruitment training.

### 2.2. **Head Teacher and Designated Member of Staff**

The Head Teacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance;
- ensure that all appropriate checks have been carried out on staff and volunteers in the school;
- monitor any contractors and agencies compliance with this document;
- promote the safety and well-being of children and young people at every stage of this



process.

### 2.3. **School Office Manager**

The School Office Manager will:

- organise all paper work relating to recruitment to vacant posts in accordance with policy and guidance;
- Oversee the undertaking of all appropriate pre-employment or work checks have been carried out for all adults working or volunteering in school;
- Ensure that all recruitment related documentation is appropriately filed personnel records

## 3. Advertising a Post

The advertisement for any new post will include a reference to safeguarding and promoting the welfare of children and young people as well as the requirement for completion of an enhanced Disclosure and Barring Service (DBS) check. This will also be reflected in the information pack sent to all applicants.

## 4. Recruitment Panel

The Head teacher, in consultation with senior leaders and the Chair of Governors, will determine the constitution of the recruitment panel. Any panel will always contain at least one person who has successfully completed training in safer recruitment.

## 5. Application Process

All applicants will receive a pack containing the following when applying for a post:

- Job description and person specification
- School expectations and values
- Sign posting to safeguarding policies on the school website
- An application form and Safer Recruiting Additional Information Sheet

Application forms (including the Safer Recruiting Additional Information Sheet – for shortlisted candidates only) will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, date of birth, current address, NI number and evidence of eligibility to work in the UK
- Full details of qualifications relevant to the position applied for including awarding body and date of award
- Teachers will need to provide DfES number
- Full history in chronological order showing employment, study,



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voluntary work, with explanations for any periods not covered, and reasons for leaving employment.

- Declaration of any family or close relationship to existing or potential employees or employers
- Details of referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.

Prospective applicants must complete, in full, and return a signed application form. Candidates submitting an application form completed on line will be asked to sign the form if called for interview. A curriculum vitae will not be accepted as a substitute for the formal application form. Candidates should also complete the supplementary safeguarding document supplied at the same time as the application form.

## 6. Shortlisting

### 6.1. *The Shortlisting Panel*

The constitution of the shortlisting panel will be determined by the nature of the post in question and the subsequent relevance to roles within school. However, the following will always be applied:

- At least one member of the short listing panel will have undertaken safer recruitment training.
- Any shortlisting panel will consist of a **MINIMUM OF 3 PEOPLE**
- Any shortlisting panel will always contain at least one member of the senior leadership team.
- Any staff member with any circumstances that might compromise their impartiality, e.g. related to or close friends with an applicant will not be included the recruitment process.

### 6.2. *Shortlisting Process*

The initial processing of application forms by panel members is undertaken, and scored against the set job specification criteria, independently in order to ensure impartial judgement. Joint discussion will proceed once all panel members have completed the first stage.

Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern. This will include any gaps in service or mid-career moves from permanent to supply or temporary work. Any references to or indications of police caution, prosecution or other related safeguarding issue identified by any panel member should be **highlighted to all panel members** at that point. Although this would be identified in turn by the other members of the panel, by drawing



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attention to it in this way provides an additional safeguard. All anomalies and concerns will be noted and followed up with the respective candidate at interview.

The shortlisting element of the recruitment checklist will be completed, ensuring that documentation has been received and processed, and that all outlined procedures have been undertaken.

## 7. Taking Up References for Shortlisted Candidates

References will be sought for all shortlisted candidates using the proforma reference request forms and the following procedures outlined below:

- References are requested following immediately following the finalising of shortlisted candidates.
- Two references will be sought for each candidate, one of which must be the current/most recent employer.
- Reference requests will be sent via e-mail and returned fully completed and signed, if addresses have been provided. If not provided then hard copies will be sent by post.
- References will always be sought directly from the listed referee. Where necessary, they may be contacted directly to clarify any anomalies or discrepancies. In any such occurrence, notes will be made of any conversation and added to the recruitment documentation. 'Open references', i.e. 'to whom it may concern' testimonials will not be considered.
- References will be scrutinised prior to the interview process in order to identify any gaps or discrepancies that need to be explored at interview. Inconsistencies between the information given in the candidates application and the reference should be noted and taken up with the candidate at interview.
- All appointments are subject to the receipt of two satisfactory references, along with the other formal vetting procedures. If the school are not in receipt of the required references for a candidate who has been given a provisional job offer within 10 working days of any such offer then the offer will be withdrawn.

## 8. Interviewing

### 8.1. *Invitation to Interview*

On completion of the shortlisting process, candidates selected for interview will receive:

- A letter inviting them to interview which confirms the date and start time
- A timetable for the day, outlining the order and time of each part of the process for them
- Details of any tasks to be undertaken as part of the process
- An invitation to discuss or have questions answered about any part of the interview process
- An acknowledgement the School's commitment to equal opportunities through the opportunity to discuss any additional specific requirements or adjustments that may be required due to disability



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- Information highlighting of the School's commitment to safeguarding and that candidates must bring the following with them on the day of the interview:
  - One item of official photographic I.D., such as passport or driving licence
  - Two official items containing name and address, such as a bank statement or utility bill
  - Official academic certification or confirmation of qualifications documentation, such as original certificates or letters academic qualifications (further and higher education only)
- Confirmation of the right to work in the UK .

### 8.2. *Interview Process*

The nature of interview process will be determined by the requirements of the role in question but all vacancies will require a face-to-face interview as part of the selection process. The interview panel will be the same for all candidates interviewed and they will all be asked the same core questions. Supplementary questions may vary as a result to previous question response or issues already identified as part of the shortlisting process.

On arrival all candidates will present the requested documentation outlined in section 8.1., pre-employment checks such as verification of the applicant's identity, right to work in this country and relevant academic and vocational qualifications from original documentation.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the main interview panel to explore anomalies or gaps identified at a previous stage in the application process. Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information submitted in the application
- Demonstrate their understanding of and their ability to safeguard the welfare of children
- Declare any information that is likely to appear on the DBS disclosure, providing information on previous cautions or convictions including information provided in a sealed envelope (as requested on the safeguarding application form). This will then be discussed at interview.

All parts of the interview process (which may include the main interview, child interview, tasks, observation of practice) will be independently scored by all concerned in the each particular element of the interview process.

## 9. The Selection Process

Following completion of the full interview schedule for all candidates, the main interview panel will receive feedback on the candidates' performance in other aspects of the interview process. Any scoring will be processed and used as the basis, along with accompanying feedback, for professional discussion on the merits and suitability each prospective candidate. Strengths and



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weaknesses of all aspects of the recruitment process will be fully explored when assessing the suitability of each candidate. The recruitment panel will:

- Take as long as is necessary to ensure that the best outcome is secured for the School
- Review all available evidence thoroughly and ensure that any anomalies or concerns have fully addressed
- Only appoint if desired quality thresholds are met. If the panel decides that this is not the case then no appointment will be and the post will be re-advertised or withdrawn.

If a decision to appoint is made, then a member of the panel will inform the successful candidate with a phone call and the job offer made. It will be made clear that any such appointment at this stage is subject to all pre-employment checks being successfully completed. If two references had not yet been received then the candidate would be informed that the School would need to be in possession of any outstanding references within 10 working days of the offer being made. If this information is not received within the given timeframe then the job offer will be withdrawn. All unsuccessful candidates will be informed by a panel member, through a phone call, and offered the opportunity to receive feedback on their performance through the interview process. If a candidate declines the job offer or does not satisfactorily complete any of the pre-employment checks then the recruitment panel will determine whether one of the unsuccessful candidates fully met the threshold and could be offered the post. The matter will be fully discussed the all panel members in line with the previous procedure. If no such candidate is identified, then the post will be re-advertised or withdrawn.

On completion of the interview and selection process, the office manager will check, collate and file all paperwork related to the recruitment process for all candidates.

## 10. Pre-Employment Checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, is conditional upon satisfactory completion of pre-employment checks. Many of these checks will have already been undertaken on the day of the interview.

The following checks will be carried out prior to the start of any employment:

- Verification of a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available
- Completion of an enhanced DBS check with a barred list information where the person will be engaging in regulated activity. Verification using an existing certificate is permissible if the person concerned has worked regularly within a school within the previous months. A separate barred list check will be obtained in the rare event of an individual starting work in regulated activity before the DBS certificate is available. A risk assessment would be carried out in any such circumstances. A DBS certificate must be obtained from the candidate before or as soon as practicable after appointment.



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- Confirmation of the candidate's mental and physical fitness to carry out their work responsibilities by undertaking the appropriate confidential health check
- Verification of the person's right to live and work in the UK
- Verification of professional status and eligibility to teach, if appropriate to the role
- Verification of required qualifications, through the provision of original certificates.

Checks will generally be undertaken by the office manager, although other DBS registered staff may also undertake the checks as appropriate. Checks will be:

- Confirmed in writing through dated signature on checklist
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed.

## 11. Induction

All members of staff will be given an induction programme which will clearly identify the school policies and procedures, including child protection, and make clear the expectations and codes of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The programme will ensure that all new staff are aware of the following policies and procedures and how to access them:

- Safeguarding and welfare e.g. child protection, anti bullying, anti discrimination, physical intervention/restraint, intimate care, internet safety
- Discipline and grievance, capability and whistle-blowing.

In addition all staff will be made aware of the channels for raising any concerns, including use of CPLO e-mail.

## 12. Other People Working Within School

### 12.1. *Supply Teachers*

The School will only use supply teachers where the agency can provide confirmation that all relevant and necessary checks have been conducted. Identity checks will be carried out when a supply teacher is used for the first time and is not known to school. Supply teacher details will be entered on to the single central record. Any information received as part of the DBS check will be treated confidentially.



## 12.2. *Peripatetic Staff*

The School requires that all necessary checks for peripatetic staff, such as music tutors, external extra curricular club providers etc., are subject to all of the necessary checks and DBS requirements. Identity checks will be carried out on initial contact. All relevant details of all such staff working within school will be recorded on the single central record.

## 13. Policy Review and Monitoring

This policy will be regularly monitored and amended to reflect any changes in national or local guidance. It will also be amended, if required, in response to identified changes in practice that come to light following review or situations which might have arisen.