



Safer Recruitment Policy

Written: March 2017
Review: March 2018



Sutton Park Community Primary School



Safer Recruitment Policy

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. Sutton Park Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;

- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - May 2016 (KCSIE), the Prevent Duty Guidance for England and Wales 2016 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- 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.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job.

The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2016 and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The School aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Sutton Park Community Primary School.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Governing Body to:

- ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- monitor the School's compliance with them.

It is the responsibility of the Headteacher and other Managers involved in recruitment to:

- ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
- promote welfare of children and young people at every stage of the procedure.
- ensure the school regularly reviews and up-dates the Safer Recruitment Policy to reflect any changes to legislation and statutory guidance.

The Governing Body has delegated responsibility to the Headteacher (teaching staff) and School Business Manager (support staff) to lead in all appointments. Governors may be involved in staff appointments but the final decision will rest with the Headmaster.

RECRUITMENT PROCEDURE

Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts will include the following statements:

“Sutton Park Community Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment”

“The successful candidate will be subject to pre-employment checks including a health check, an enhanced DBS check, a Disqualification By Association check, and satisfactory references.”

The advertisement will also include the Person Specification and Job Description.

Applications

All vacancies should be applied for on the standard Worcestershire County Council application form. CVs and/or letters of application will not be accepted under any circumstances.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

Short Listing and Reference Requests

The selection panel will include at least one person who has undertaken Safer Recruitment training.

The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

Two references, one of which must be from the candidate's current/most recent employer, will be taken up before the interview stage so that any discrepancies may be probed during this stage of the selection process.

References will be sought directly from the referee and, where necessary, s/he will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent

employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidate.
- Details of the candidate's current post and salary.
- The candidate's performance history and conduct.
- Whether the candidate has been subject to capability procedures and the outcome of this.
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this.
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children.
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children).
- The candidate's suitability for the post with explicit reference to the job description and person specification.

Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

If the field of applicants is felt to be weak, or following interview no suitable candidate is appointed, the post may be re-advertised.

Interviews

Before the interviews, the selection panel will agree on the interview format. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. Interviews will always be face-to-face.

Candidates invited to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

All shortlisted candidates will be required to complete a Disqualification By Association Declaration form where applicable to the role in school i.e. in a 'relevant childcare' role and return it to the school prior to interview so that any issues can be explored at interview.

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Candidates will always be required:

- To explain satisfactorily any gaps in employment.
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel.
- To declare any information that is likely to appear on a DBS disclosure.
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The recruitment documentation will be retained. Under the Data Protection Act, applicants have the right to request access to notes written about them during the recruitment process. After 12 months, all information about unsuccessful candidates will be securely destroyed.

Pre-appointment checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, we will:

- Verify a candidate's identity by asking for three forms of identification.
- Obtain a certificate for an enhanced DBS check with barred list information where the candidate will be engaging in regulated activity
- Obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS enhanced disclosure is available
- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service
- Use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed
- Obtain a completed Medical Form (MRF1) from the successful candidate. If the candidate has answered "yes" to any of the questions, HR will forward an MRF2 form to the candidate for further information.
- Verify the candidate's right to work in the UK.
- Make any further checks that we consider appropriate, if the candidate has lived or worked outside the UK.
- Verify professional qualifications (original certificates.)

All checks will be:

- 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

Personnel file and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- references – minimum of two
- 3 forms of identification
- Proof of right to work in the UK

- Proof of relevant academic qualifications
- Evidence of medical form and medical clearance from the Occupational Health service if required
- Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- Disqualification By Association form
- Offer of employment letter and contract of employment

The school will maintain a Single Central Record of employment checks in accordance with DfE guidance.

Start of Employment and Induction

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will never be made.

All new employees will be provided with an induction programme which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, Health & Safety, Working In Worcestershire School and Register of Interests.

APPENDIX 1

List of staff and governors who have undertaken Safer Recruitment training:

Penny Cooper - Governor - 18/02/2014

Angela Crawley - Headteacher - 22/01/2015

Stephen Gough - Governor - 10/09/2008

Beverley Pain - School Business Manager - 01/01/2017

Lorna Weatherby - Deputy Headteacher - 11/03/2014

Appendix 2

Documentation required in Personnel files

1. Signed application form
2. 3 forms of identification
3. Right to live and work in the UK
4. Qualification certificates
5. Teachers only - QTS/Induction certificate & Teacher Services printout
6. 2 written references
7. Medical form
8. DBS details
9. Disqualification By Association
10. Recruitment notes
11. Contract
12. Induction checklist
13. Confirmation of reading Keeping Children Safe In Education
14. Confirmation of reading the Safeguarding and E-Safety policy
15. Confirmation of reading the Working in Worcestershire Schools document
16. Confirmation of reading the Health and Safety policy
17. Register of Interests
18. Sickness details
19. Performance Management

Appendix 3

Checklist to be used for pre-employment checks

ITEM	DATE REQUESTED	DATE RECEIVED/ON FILE
Signed application form (not electronic signature)		
3 forms of identification		
Disqualification By Association form		
Right to live & work in the UK		
Qualification certificates		
Teachers - QTS/Induction certificate & Teacher Services printout		
Written reference 1		
Written reference 2		
Medical form		
DBS certificate		
Contract		