



SAFER RECRUITMENT AND EMPLOYMENT POLICY

Introduction

The purpose of this policy is to set out the school's commitment to fair, safe and effective recruitment and selection of new and existing employees.

The school will not discriminate unlawfully against anyone, but will select the best person for the job in terms of qualifications and abilities.

We are committed to safer recruitment practices that:

- deter prospective applicants who are unsuitable to work with children or young people;
- identify and reject applicants who are unsuitable to work with children or young people;
- deter and prevent inappropriate behaviours by providing on-going supervision, training and support to all staff and volunteers;
- ensure applicants are appropriately qualified and have the right to work at the school.

Procedure

Vacancies

Advertising

All vacant posts will be advertised to ensure equality of opportunity and to 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 internally candidates, or staff are at risk of redundancy, vacancies may be advertised internally only. Both internal and external recruitment will follow the procedures set out in this policy.

Applicant Packs

All applicants will be provided with:

- A job description outlining the duties of the post and the skills required to perform it;
- An application form (CV's will not be considered);
- A description of the school and where the role fits in to the school

- Reference to the schools Child Protection Policy;
- Information about the terms of employment, including salary;
- The closing date for receipt of applications;
- Reference to pre-employment checks that will take place on appointment, including DBS checks.

Shortlisting

A selection panel will be convened to shortlist the applications. A minimum of one member of the selection panel must have completed Safer Recruitment training (requirement of the Safer Recruitment Consortium and Keeping Children Safe in Education DfE). All members of the panel must be familiar with this policy.

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. The recruitment panel will not have access to the Diversity Monitoring information provided by the candidate.

All disabled applicants who meet all the essential requirements for the post will be invited for interview and appropriate adjustments will be made to the interview arrangements where necessary.

If the field of applicants is felt to be weak and / or it is not possible to shortlist a pool of candidates the post will be re-advertised.

References

The school will seek a minimum of two references, one must be from the candidates current or most recent employer. This will take place before the Selection stage of the process so that any discrepancies may be probed during the next stage of the selection process. Candidates are entitled to see and receive copies of their employment references and should request these directly from their referees.

References will be sought directly from the referee and, where necessary they will be contacted by the school to clarify any anomalies or discrepancies. Written records will be kept of all communication.

If a candidate for a post which involves 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 worked with children in order to confirm the details of the candidates employment and their reasons for leaving.

Reference requests will ask the referee to confirm in writing, on letter headed paper or via company email the following:

- The referees relationship to the candidate;
- Details of the candidates current post and salary;
- The candidates performance history and conduct;
- Whether the candidate has been subject to capability procedures and the outcomes of these;
- 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 candidates 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 candidates suitability for the post with explicit reference to the job description and person specification.

References are the property of the selection panel and strict confidentiality will be observed. Employer testimonials which are not addressed to the school, or pre-written references provided by the candidate will not be accepted. References must be in writing and specific to the job for which the candidate has applied.

The selection panel will not accept references from relatives or friends of candidates. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

Selection

The selection panel will be responsible for deciding the format of the selection process. Selection techniques will be determined by the nature and duties of the vacant post. Selection methods could include:

- Presentation – unseen or prepared in advance;
- Written assessment;
- Aptitude or ability testing (online);
- Micro teaching session;
- Role play;
- Group exercises;
- Interview.

All vacancies will require an interview of short listed candidates. Interviews will always be face to face. Telephone interviews may be used to support short listing but will not be a substitute for a face to face interview or video conferencing.

All 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 selection process;

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirements of the Job Description and 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 candidate and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for each post will include exploration of the candidates understanding of child safeguarding issues.

Candidates will be required to:

- Explain satisfactorily any gaps in employment;
- Explain satisfactorily any anomalies or discrepancies in the information available to the selection panel;
- Declare any information that is likely to appear on a DBS disclosure;

- Demonstrate their capacity to safeguard and protect the welfare of children and young people.

Where applicable 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 panel cannot ask questions of the candidate about health or disability.

Prospective applicants must sign the application form at interview if it has not been signed in advance.

Each panel member must record evidence of how each candidate has met the selection criteria. Systematic analysis and assessment against the schools scoring system is important so that fair and justified decisions are made and so that constructive feedback can be given to candidates.

Recruitment of Ex-Offenders

The school will not unfairly discriminate against any application for employment on the basis of conviction or other details revealed. The school makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment within the school. Instead, each case will be decided on its merits.

All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered spent when applying for a position with the school.

A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position with the school. The school will make a report to the Police and / or DBS if:

- It receives an application from a barred person;
- It has provided with false information in, or in support of an applicant's application;
- It has serious concerns about an applicant's suitability to work with children.

Offer of Employment

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

An offer of employment 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 the school will:

- Verify the candidates' identity and address;
- Obtain 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 a regulated activity before the Enhanced DBS check is available;
- Check that a candidate to be employed as a Teacher, or qualified as a Teacher is not subject to a Prohibition Order issued by the Secretary of State;
- Check the qualifications and completed induction of a candidate to be employed as a Teacher;
- Verify the candidates mental and physical fitness to carry out their work responsibilities, by asking questions about health and, if appropriate, attending an Occupational Health appointment;
- Verify the candidates right to work in the UK;
- Make any further checks considered appropriate if the candidate has lived or worked outside the UK, including information on sanctions or restrictions imposed by EEA professional regulating authorities;
- Verify professional qualifications through viewing original certificates;
- Complete the school Declaration of Interest and Disqualification Disclaimer;
- Receipt of satisfactory references.

All checks will be documented and retained on the employees file. The Single Central Record will be updated with the new candidates information.

Brief feedback should be given to unsuccessful candidates.

Employee File and Single Central Record

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

- Job application form – signed by the applicant;
- Interview notes from the panel – including explanation of any anomalies;
- References – minimum of two;
- Proof of identity;
- Proof of Right to Work in the UK;
- Proof of relevant academic qualifications;
- Evidence of medical clearance;
- Evidence of DBS clearance, Barred List and Teacher Prohibition checks;
- Offer of Employment letter and signed Written Statement of Particulars.

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

Start of Employment

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

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, whistleblowing and guidance on safe working practices.

During Employment

During employment with the school employee DBS checks will be renewed every 5 years and Right to Work documentation will be reviewed periodically if it is not indefinite. If an employee has a change of post that is significant or involves Regulated Activity when it had previously not.

Volunteers

A DBS check and pre-start vetting checks appropriate to the role will be carried out prior to the start of any volunteering and, where appropriate references will be sought. Also read in conjunction with the Volunteer Policy.

Agency Staff

Workers from agencies will only be contracted if the recruitment agency (their employer) is able to confirm they have carried out the relevant safer recruitment checks and confirm this to the school in writing. The DBS number and photo ID will be required.

Student Placements

When students are on placement at school as part of a recognised training course (e.g. PGCE) identity and DBS checks will be carried out when the student arrives at school and before they are allowed in the classroom. Staff will also be required to complete a Disqualification Disclaimer.

Contractors

Contractors, or employees of a contractor, will need to have the appropriate level of DBS check if such a check is required. The contractor will be expected to confirm this. In the case of a self-employed contractor the school may consider carrying out a DBS check on their behalf as they are not allowed to make an application themselves.

Contractors and contractors employees for whom a DBS check has not been carried out will be supervised if they have contact with children. The identity of all contractors and their staff will be checked upon arrival at school.

Governors

All Governors will have an Enhanced DBS check without barred list information, or with barred list information if they are working in a regulated activity.

Roles and Responsibilities

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 of Education guidance and legal requirements;
- Monitor the school's compliance with them;
- Ensure the appropriate staff and governors have completed Safer Recruitment training.

The Headteacher of the school will:

- Ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated 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 policy;
- Promote the safety and wellbeing of children and young people at every stage of this process.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the school intranet

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

Data Retention

Recruitment documentation will be retained for a period of no longer than 6 months after which time it will be confidentially destroyed. Applicants have the right to request access to notes written about them during the recruitment process. Information obtained from candidates will only be used for the purposes of recruitment and selection.

Monitoring the effectiveness of the policy

Review of Procedure

This procedure shall be subject to periodic review and may be changed from time to time.

Management of policy

The Governors and Headteacher have overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes.

Document Control

Version	Date	Action
Version 1	March 2018	Adaption of policy and procedures issued by School Improvement Liverpool & adoption by Governing Body.