



## Safer Recruitment Policy

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### INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Two Bridges School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006, The Independent Schools Standards Regulations 2009 (Standards 4, 4A, 4B, 4C), and the Safeguarding Vulnerable Groups Act 2006 the school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Safer Recruitment Policy.

### AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy is 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 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.

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 policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Two Bridges 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 DCSF guidance and legal requirements.
- Monitor the school's compliance with them.

It is the responsibility of the Head Teacher, 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.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Head Teacher (teaching and support staff) to lead in all appointments. School governors may be involved in staff appointments but the final decision will rest with the Head Teacher.

### **Definition of Regulated Activity and Frequency**

Regulated activity for children is unsupervised activities on a frequent basis, for example, teaching, training, care or supervision, advice or guidance on wellbeing or driving a vehicle with children as passengers.

Frequent is once a week or more on an ongoing basis or four or more time in a single month or overnight.

## **RECRUITMENT AND SELECTION PROCEDURE**

### **Advertising**

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement.

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

## **Application Forms**

Two Bridges School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CV will not be accepted.

All applicants will be made 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 (eg: General Teaching Council for England).

## **Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

## **References**

References for short listed applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact by phone or face-to-face will be undertaken with each referee to verify the reference.

The School does not accept open references, testimonials or references from relatives.

## **Interviews**

There will be a face-to-face interview wherever possible, and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with the NCSL Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original document will only be accepted and photocopies will be taken.

Unsuccessful applicant documents will be destroyed following at the end of the recruitment programme.

## **OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS**

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, copies of qualification and proof of identity. A personal file checklist will be used to track and audit paperwork obtained in accordance with the NCSL Safer Recruitment Training. The checklist will be retained on personal files.

### **The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' **must be** declared when applying for any position at Two Bridges School.

### **DBS (Disclosure and Barring Service) Certificate** (formerly known as CRB Disclosure)

All staff at Two Bridges School requires an enhanced DBS Certificate and therefore a DBS Certificate **must be** obtained before the commencement of employment of **any** new employee.

Members of staff at Two Bridges School are aware of their obligation to inform the Head Teacher of any cautions or convictions that arise between these checks taking place.

### **Portability of DBS Certificates Checks**

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service if their check was issued after 17 June 2013, for a fee of £13 per annum, which is payable by the applicant.

### **Copies of DBS Checks**

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their Certificate to the Head Teacher, (for employees within 7 days of issue or applicants before they commence work or any project involving regulated activity).

### **Dealing with convictions**

The school operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Head Teacher. A risk assessment will be completed and shared with MC safeguarding member for regular monitoring.

### **Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.**

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of

identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

### **Overseas checks**

All new employees where persons have lived outside the UK are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006. The School, in accordance with the UK Border Agency Code of Practice, will, if applicable, sponsor all new foreign members of staff (see Certificate of Sponsorship section).

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a police check from the relevant Country.

### **Certificates of Sponsorship (CoS)**

If an appointed applicant is a national of a non-EEA country, a CoS may be required. Before any offer of employment is made, the Interviewing Manager's should consult with the Human Resources Department to establish whether the school has any unallocated Sponsorship Certificates.

Criteria for issuing a CoS is:

- The job is in a "designated shortage" occupation, or
- It passes the Resident Labour Market Test (RLMT)  The job is at NQF6 Level or above  Minimum salary levels are met.

The Head Teacher will only be able to issue a CoS. In addition to the CoS the applicant must apply for entry clearance/leave to remain through the UK Visas and Immigration and provide personal evidence of competence in English and ongoing maintenance.

The process can take up to three months and staff cannot, under any circumstances, be employed until permission is given.

Detailed advice on the above is available from the Head Teacher.

### **Induction Programme**

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Child Protection Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

### **Single Centralised Register of Members of Staff**

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfES requirements. This is kept up-to-date and retained by the Head Teacher and Personnel Officer. The Single Centralised Register will contain details of the following:-

- All employees who are employed to work at the school;

- All employees who are employed as supply staff to the school whether employed directly or through an agency;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members eg: sports coaches etc.

### **Record Retention / Data Protection**

Two Bridges School will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (i.e. shredded). The 6 month retention period is in accordance with the Data Protection Act 1998 and will also allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to a Employment Tribunal.

All information retained on employees is kept centrally in the Personnel Office in a locked and secure cabinet.

### **Ongoing Employment**

Two Bridges School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

### **Leaving Employment at Two Bridges School**

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (ie: physical, sexual and emotional and neglect) the School's Disciplinary Policy will apply.

In cases of dismissal (or resignation) due to the above behaviour, Two Bridges School will inform the DfES and the Children's Safeguarding Unit of the circumstances why the employee is leaving Two Bridges School's employment.

### **Visiting Professionals**

The school frequently makes use of external speakers covering both academic and wider curriculum topics. These specialists are sourced from appropriate organisations e.g. SSCB, have been observed at national conferences or have been invited following recommendations from staff contacts at other schools or organisations. The Receptionist keeps a log of all visiting professionals.. All staff are regularly reminded of the protocols associated with the signing in and supervision of visiting professionals.

### **Monitoring and Evaluation**

The Head Teacher will be responsible for ensuring that this policy is monitored and evaluated throughout the school. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the Head Teacher to report to the governing body.



# Two Bridges School



## SAFER RECRUITMENT EVALUATION CHECKLIST

Policy and Procedure	In Place	Not in Place	In Progress	Notes
Safer Recruitment Policy updated and monitored on a regular basis	✓			
Consistency in recruitment procedures applied to all categories of employment	✓			
Use of application Form	✓			
Use of Job Description & Person Specification	✓			
Referees asked to specifically comment on suitability of applicant	✓			
Written references taken up	✓			
One member of panel to examine references prior to interview	✓			
References followed up by a telephone reference	✓			
References to be obtained for volunteers/supply/agency staff	✓			
Questions asked on applicants child protection awareness	✓			
Explanation of gaps in employment	✓			
Proof of identity sought – originals not copies	✓			
Academic qualification checked – originals not copies	✓			
Medical clearance prior to employment	✓			
No employment until DBS Certificate has been completed and received	✓			
Above checks applied as appropriate to Overseas staff, supply/agency staff/gap/volunteers	✓			
Panel interviews undertaken	✓			
Formal induction programme undertaken	✓			
Child Protection training / issue of Child Protection policy to new employee	✓			



