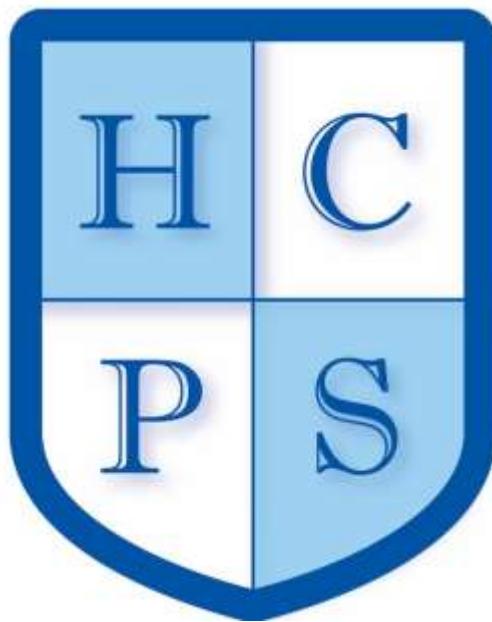


Hunslet Carr Primary School



Safer Recruitment Model Policy for Schools and Education Providers

High expectations
Caring
Positive attitudes
Successful

Policy reviewed:

Next review:

High expectations, Caring, Positive Attitudes and Successful

1. Introduction

1.1. This Safer Recruitment Policy has been produced in line with the DfE guidance ‘Keeping Children Safe in Education (April 2014)’. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. 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.

1.2 This policy also pays regard to the Leeds Schools Recruitment and Selection Policy.

2. Recruitment and selection policy statement

2.1 The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

2.2 The School 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 school’s performance and fundamental to the delivery of a high quality service.

3. Purpose

3.1 To ensure the recruitment of all staff is conducted in a fair, effective and economic manner.

3.2 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.

4. Scope

4.1 This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff.

4.2 The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the operational responsibility to the Headteacher for appointing staff.

5. Aims and Objectives

5.1 To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.

5.2 To ensure a consistent and equitable approach to the appointment of all school staff.

5.3 To ensure all relevant equal opportunities legislation is adhered to and that applicants are not discriminated against on the grounds of race (including colour, nationality or ethnic or national origin), sex gender reassignment, religion, age, disability, marital status or civil partnership, sexual orientation, pregnancy and maternity.

5.4 To ensure the most cost effective use is made of resources in the recruitment and selection process.

6 Principles

6.1 The following principles are encompassed in this policy:

- 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 job
Selection will be carried out by a panel with at least two members or where possible, an odd number of at least three panel members to support decision making.
- At least one panel member will have received appropriate safer recruitment training, see 8.1.
- Selection will be based on a minimum of completed application form, short listing and interview, but in the case of teaching staff will, whenever possible, involve the teaching of a class.
- Posts will be advertised
- 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

7. Equal Opportunities

7.1 The School 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 on the grounds race (including, colour, nationality or ethnic or national origin), sex, gender reassignment, religion, age, disability, marital status or civil partnership, sexual orientation, pregnancy and maternity.

8. Safer Recruitment – Recruitment and Selection Training

8.1 It is a requirement that prior to the start of the recruitment process at least one member of the interview panel has successfully completed the NCSL (National College for School Leadership), CWDC (Children's Workforce Development Council), Safer Recruitment Consortium face to face, or NSPCC online safer recruitment training.

The following staff and governors have received Safer Recruitment training:

9. Pre-recruitment Process

9.1 Objective

9.1.1 The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important; therefore the experience should be positive and all those responsible for recruiting will:

- Aim to leave a positive image of the school with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a selection decision which may lead to issues in the future or may not meet the commitment to safeguarding children and young people

9.2 Application Form

9.2.1 A standard application form will be used to obtain a common set of core data from all applicants. The application form will be adapted for different posts but will always include key

information on safeguarding.

9.3 Job Description and Person Specification

9.3.1 A job description and, where applicable, a person specification will be issued for all posts.

9.4 References

9.4.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee using a standardised school form.

9.4.2 References will be sought on all short listed candidates and will be obtained where possible before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

9.4.3 When written references have been obtained, at least one will be followed up by a telephone conversation with the referee (normally the most recent employer) to confirm the reference.

10. Interviews

10.1 The interview will assess the merits of each candidate for the post and explore their suitability to work with 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. A question on safeguarding will be asked during the interview.

10.2 Interview Panel

10.2.1 A minimum of two interviewers will form the interviewing panel. An odd number is recommended to enable a consensus agreement.

10.2.2 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 8.1)

10.2.3

Panel members will meet before the interviews to:

- Reach a consensus about the required standard for the job to which they are appointing
- Consider the issues to be explored with each candidate and who on the panel will ask about each of those

10.2.4 Where an applicant is known personally to a member of the selection panel, the panel member should declare it before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest, taking into account the relationship between the panel member and the applicant.

10.3 Scope of the Interview

10.3.1 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 and,

10.3.2 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: Pre Appointment Checks

11.1. An offer of appointment to the preferred 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 (where appropriate)
- 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;
- A check of the DfE Barred List
- Obtaining a DBS Enhanced Disclosure, with the certificate seen and verified by the school check using the Employer Access Online Service or Teacher Pension Online website to see if a prohibition order issued by the Secretary of State for Education exists against the individual or not
- A check that under the DfE Disqualification by Association Regulations, the preferred candidate is not disqualified from working with children in the following settings:
 - In early years provision (including education or any supervised activity outside of school hours) or;
 - In later years childcare outside of school hours for children who have reached 5 years but not yet reached 8 years, which includes before and after school care.
- (For teaching posts) Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999) and;

11.2 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's central record database and,
- Followed up where they are unsatisfactory or there are discrepancies in the information provided

11.3 Where any of the following apply, the facts must be reported to the Local Authority Designated Officer (LADO):

- The candidate is found to be on the 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

11.4 If an individual's DBS certificate is not available, a member of staff would only be able to start work if all the following apply:

- The individual is appropriately supervised

- Satisfactory references have come through
- A separate barring check has been completed
- A Disqualification by Association check
- The person in question has been informed of these safeguards
- The appointment is not confirmed

11.5 The following personnel should have their details entered on the School Central Register:

- Staff in regulated activity – all teaching staff (teachers and assistants)
- Volunteers working in an unsupervised capacity
- Supply Staff
- Visiting Professionals in regular contact with children – e.g. Visiting Music Teachers
- Contract staff in regular contact with children
- Chair of the Governors
- Other Governors

12. Post Appointment Induction

12.1 There will be an induction programme for all staff which includes Safeguarding training.

13. Supply Staff

13.1 When the school needs to use the services of a supply agency it will use agencies on the Leeds City Council Framework. The agency will send the school confirmation that the following have been checked:

- Identity
- Enhanced disclosure
- Right to work in the UK
- DfE Barred List
- Prohibition order
- Qualifications
- Overseas checks
- Disqualification by Association check

When the supply member of staff arrives at the school, their identity will be checked and it will be confirmed that they are the same person on the documentation from the agency. The supply staff's details are entered on the School Central Record (SCR)

14. Pre-employment checklist

14.1 Appointments will be made with regards to the following:

- 1. Training:** At least one member of the shortlisting and interview panel should have carried out the safer recruitment training (see Section 8.1)
- 2. Planning:** Timetable decided, advertisement, job description and person specification reviewed and updated as necessary
- 3. Advertising:** The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people
- 4. 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 of relevant criminal convictions with regards to the Rehabilitation of Offenders Act

5. **Shortlisting:** Interview panel members should be involved in shortlisting the applications

6. **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 with the referee

7. **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 appropriate safer recruitment training

14.2 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 should 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
- **Disqualification by Association** check (see 11.1)
- **Medical Clearance:** The candidate must be both physically and mentally fit to undertake the post
- **QTS:** for teachers only. The candidate should provide original documentation to prove that he/she has obtained QTS
- **Supply Teachers:** All supply teachers must undergo the same checks as above
- **Volunteers:** The above checks should be carried out on volunteers where they are in regulated activity

A copy of the pre-employment checklist below must be completed with supporting evidence and placed in the file of all successful candidates.

Pre-employment Checklist	Initials	Date
Planning - Timetable decided. Person specification, job description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
Vacancy advertised (Where appropriate) Advertisement includes reference to safeguarding policy and a statement of commitment to safeguarding and promoting welfare of children. The need for successful applicant to be DBS checked is clear in the advert		
Applications on receipt – Applications are scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing		
Short-list prepared		
References – seeking Sought directly from referee on short-listed candidates. It should ask recommended specific questions and include statement about liability for accuracy		
References – on receipt Checked against information on application and scrutinised. Any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible)		
Invitation to interview - Includes all relevant information and instructions		
Interview arrangements - At least two interviewers; panel members have authority to appoint. They have met and agreed issues and questions/assessment criteria/standards		
Interview - Explores applicants' suitability for work with children as well as for the post		
Note - Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents. Copies of documents are taken and placed on file. Where appropriate, the applicant has completed application for DBS disclosure		
Conditional offer of appointment and Pre-appointment checks Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks		
1. References (if not obtained and scrutinised previously)		
2. Identity (if that could not be verified at interview)		
3. Qualifications (if not verified on the day of interview)		
4. Permission to work in UK , if required		
5. DBS certificate - where appropriate satisfactory DBS certificate received		
6. DBS Barred list – person is not prohibited from taking up the post		
7. Health - the candidate is medically fit		
8. Disqualification by Association check (see 11.1)		
9. Prohibition (for teaching posts in any type of school)- the teacher has not been included in the prohibition list or interim prohibition list		
10. Qualified Teacher Status (QTS) (for teaching posts in maintained schools) -the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges). The teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body		
11. Statutory induction (for teachers who obtained QTS after 7 May 1999)		
12. Child Protection training and others such as H&S induction, Safe Working Practice, etc.		