

# **Safer Recruitment Policy**



## 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. The Wings' CE Trust 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 co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The Trust 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.

This document provides a good practice framework to comply with the principles set down in the Trust's Equality Policy.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure and Barring Service check.

The Trust is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

The Trust will:

- ensure that appropriate staff who undertake recruitment have received safer recruitment training and successfully completed the safer recruitment training assessment
- work towards every appointment panel to include one member who has received safer recruitment training
- implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- keep and maintain a single central record of recruitment and vetting checks in line with DFE requirements
- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
- Reviewed: September 2018 To be reviewed: Annually

- require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.
- ensure that all data held on employees, agency workers, contractors and other personnel is kept secure in line with the TTLT data protection and GDPR policies and guidelines

## INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

### 2. IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the Trust expects all academies will maintain a position in which at least one recruiter on every selection panel has successfully received accredited training in safe recruitment procedures and that training remains up-to-date.

### 3. INVITING APPLICANTS

3.1 Advertisements for all posts, whether on-line, in newspapers, journals or elsewhere, will include the statement: “The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.”

3.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the academy’s child protection policy;
- the academy’s recruitment policy (this document);
- the selection procedure for the post;
- a copy of the Trust's application form.

3.3 All prospective applicants must complete, in full, an application form.

### 4. SHORTLISTING AND REFERENCES

4.1 Short-listing of candidates will be against the person specification for the post

4.2 References must be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

4.3 References will be sought directly from the referee. Signed copies of references should be obtained. Where references are received by email, the email accompanying the reference must be retained on file. References or testimonials provided by the candidate will never be accepted.

4.4 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

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

4.6 Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the
- safeguarding of children;
- the candidate's suitability for this post.

4.7 School employees are entitled to see and receive, if requested, copies of their employment references.

## 5 SECRETARY OF STATE PROHIBITION ORDERS (TEACHING AND MANAGEMENT ROLES)

5.1 In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at the shortlisting stage but will in any case be made before any offer of employment is made.

For all references to 'school', please read 'school' or 'academy' as appropriate

5.2 Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

5.3 Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the National College for Teaching and Leadership (NCTL). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

5.4 A section 128 direction 39 prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management of an independent school such as: a management position in an independent school, academy or free school as an employee; a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities. A check for a section 128 direction will be carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.

## 6 THE SELECTION PROCESS

6.1 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.

6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

6.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment or unaccounted for periods of time and the explanation must be recorded by the recruiter;
- sign the application form to confirm the information is accurate;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS check;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people

## 7 EMPLOYMENT CHECKS

### 7.1 All successful applicants are required:

- to provide proof of identity
- to complete a DBS application using and receive satisfactory clearance
- have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable
- to pass a prohibition from teaching check to pass a prohibition from management roles (section 128) check where applicable (part of barred list check for those in regulated activity)
- to provide actual certificates of professional qualifications (photocopies are not acceptable), as deemed appropriate by the school
- to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role
- to provide proof of their right to work in the United Kingdom
- to complete a childcare disqualification declaration

### 7.2 *Proof of identity, Right to Work in the UK and 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 required for the position and claimed in their application form. Recruiters are required to check and confirm this information as part of the interview process.

### 7.3 **Fitness to undertake the role**

A confidential pre-employment health questionnaire must be completed to verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.

### 7.4 **Individuals who have lived or worked outside the UK**

When appointing a UK citizen who has lived overseas or a non-UK citizen, a Certificate of Good Conduct must be obtained (where possible) from the embassy of the country the applicant has specified they have spent a significant period of time in. This must happen where the applicant has lived or worked (including studying) in a foreign country for a period of 6 months within the last 5 years.

There are a number of exemptions to this:

- If the applicant is currently employed by the school and has already provided the certificate, which can be used for future appointments providing that there is no break in service.

- Applicants that have spent time overseas as part of Her Majesty Service i.e. Army, Navy, Airforce.
- Applicants that are seeking asylum will be unable to provide such documentation, as contacting the embassy may jeopardise their safety.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

Any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed.

If an applicant is unable to obtain a Certificate of Good Conduct then a Risk Assessment Form must be completed and signed off. All other pre-employment checks must be completed. *Keeping Children Safe in Education*, September 2016, states: "In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teacher Services' system".

Alternative checks could include references obtained from all employers abroad in the last five years that clarify that there are no disciplinary records in regard of safeguarding and that the previous employer has no concern regarding the potential employee working with children in a safeguarded environment (see paragraph 4.6). If the outcomes of these references are satisfactory then a risk assessment can be considered to progress the employment process and meet statutory guidance.

## 7.5 **Childcare Disqualification Declaration**

Where relevant, all applicants must complete a self-declaration form provided by the school in relation to the Childcare Disqualification Regulations 2009. This is to cover circumstances where the individual has a conviction that may result in them being barred from working with children or someone living at the same residential address is barred from working with children. Where a positive declaration is made a waiver must be applied for from Ofsted, and be satisfactorily granted, before the applicant may commence work.

This applies to:

- Early Years Provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and
- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the academy outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

8. OFFER OF APPOINTMENT

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, medical checks, prohibition checks, childcare disqualification checks and waivers, copies of qualification and proof of identity.

9. SINGLE CENTRAL RECORD

The academy must keep a single central record, referred to in the regulations as the register. The single central record must cover all staff (including supply staff, and teacher trainees on salaried routes) who work at the academy. Confirmation that these checks have been carried out along with the date the check was undertaken/obtained must be logged on this record for all employees of the school

10. INDUCTION

- 10.1 The Trust 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. Each academy will therefore provide ongoing training and support for all staff.
- 10.2 All staff who are new to the Trust will receive induction training that will include the Trust safeguarding policies and guidance on safe working practices including Child Protection, PREVENT, FGM awareness and Online safety.
- 10.3 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).