

South Bank Multi Academy Trust

SAFER RECRUITMENT POLICY

Approved by Trustees 29th November 2016

Review Timetable: 3 years

Renewal Date: November 2019

1 WHAT SHOULD THIS POLICY ACHIEVE?

- 1.1 This policy sets out the procedures used by Trustees and Academy Governors when seeking to recruit high quality staff. It acknowledges that this is a serious responsibility and that there are important statutory requirements that must be followed for key elements of this process.
- 1.2 This policy demonstrates that Trustees and Academy Governors recognise the importance, as highlighted in the recommendations set out in the Bichard Enquiry (2004) and the statutory guidance 'Keeping Children Safe in education 2016' (KCSiE 2016) of putting in place safeguarding procedures to "*prevent people who pose a risk of harm from working with children*" ensure that only those suitable to work with young people are employed by the school.
- 1.3 This policy is part of the Academy Trust's procedures to create a culture of safer recruitment, adopting practices that "*help deter, reject or identify people who might abuse children*" (KCSiE 2016).

2 WHAT ARE THE PRINCIPLES INVOLVED?

- 2.1 Each Trust Academy shall follow the guidance set out within this policy for each stage of the recruitment process.
 - 2.2 The recruitment process has 8 steps that must be followed:
 - Advertising the post
 - Preparing the job pack for applicants
 - Shortlisting
 - Interviewing
 - Making an offer of employment
 - Carrying out appropriate safeguarding checks and gathering references
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- Providing relevant induction
- Issuing a contract of employment

- 2.3 This policy acknowledges that each Trust Academy and the Trust Board are aware of their statutory responsibilities to check staff who work with children, “*taking proportionate decisions on whether to ask for any checks beyond that which is required and ensuring that volunteers are appropriately supervised*” (KCSiE 2016).
- 2.4 This document fulfils the statutory requirement for a written recruitment and selection policy to be in place (KCSiE 2016) setting out the agreed procedures across the Trust.

3 WHO MANAGES THIS POLICY?

- 3.1 In each Trust Academy, the Headteacher has overarching responsibility for ensuring that recruitment is carried out in line with the guidance set out in this policy.
- 3.2 In each Trust Academy, the Headteacher shall appoint a Recruitment Officer, who will as part of their Job Description support the Headteacher in carrying out the day-to-day tasks associated with all aspects of the recruitment process.
- 3.3 Following the appointment of each new member of staff, they will be allocated an appropriate Line Manager to oversee their induction, training and support.

4 WHAT ARE THE AIMS OF THIS POLICY?

- To ensure that recruitment procedures prioritise the safeguarding of children and meet the requirements of the relevant legislation
- To ensure that appropriate checks and balances take place to ensure that only those suitable to work with young people are employed by the Trust
- To ensure that there is consistency of approach across the Trust
- To ensure that recruitment procedures are fair and transparent
- To ensure that recruitment procedures do not discriminate in any way
- To ensure that sensitive documentation is stored with regard to Data Protection legislation

5 GUIDELINES FOR ADVERTISING

- 5.1 When advertising, post details will be kept to a minimum to keep costs down, but full Details – including safeguarding statements - will be provided in detailed job packs.
- 5.2 All vacant posts will be advertised at Trust, local or national levels, as appropriate.
- 5.3 Headteacher and Deputy Headteacher vacancies will always be advertised nationally.

6 AGREED CONTENTS OF JOB PACKS

- 6.1 A letter from the Headteacher outlining the procedure for application and emphasising that the school takes its safeguarding responsibilities extremely seriously.
- 6.2 Information about the post, including the start date, whether it is a fixed term or permanent post and whether it is part-time or full-time.
- 6.3 Information about the interview process.

- 6.4 A relevant Person Specification.
- 6.5 A relevant Job Description, which makes reference to safeguarding procedures.
- 6.6 A South Bank Trust teaching or non-teaching application form (which includes an Equal Opportunities section and a Criminal Record disclosure section).

7 GUIDELINES FOR SHORTLISTING PROCEDURES

- 7.1 Short-listing is carried out with the involvement of a Senior Leader / the Headteacher. Where possible, this is done in partnership with the relevant Line Manager.
- 7.2 The short-listing panel must contain at least one person who has received the appropriate Safer Recruitment training.
- 7.3 When shortlisting for a senior leadership post, this is done in partnership with at least one governor. A senior leader from one of the other Trust Academies may also be invited.
- 7.4 Short-listing grids are used so that only those candidates meeting the required minimum criteria should be interviewed.
- 7.5 Short-listing grids are recommended, so that only those candidates whose application meets the following criteria will be interviewed.
- 7.6 Once applications have been received, they are kept locked away, for reasons of data protection.
- 7.7 The Equal Opportunities section will be removed from applications as they arrive and prior to short-listing.
- 7.8 For Headship short-listing, the panel must contain at least one Trust Academy Headteacher in addition to at least two governors from the recruiting academy.
- 7.9 Applications will be destroyed after 12 months.
- 7.9 To meet safeguarding recommendations, referees will be asked to provide a range of information, including whether or not they consider the candidate suitable to work with children.

8 GUIDELINES FOR INVITING CANDIDATES TO INTERVIEW

- 8.1 Letters inviting candidates for interview should provide an outline of the activities for the day.
- 8.2 If a task is involved, details of the task should be provided.
- 8.3 Letters should be sent in time for candidates to prepare for any given tasks and to make arrangements to attend.
- 8.4 The letter of invitation to interview should clarify whether there is a two-part selection process on the day.
- 8.5 If requests for references have not previously been issued, they should be sent out at the point of inviting candidates for interview to two relevant professional referees.

9 GUIDELINES FOR CARRYING OUT INTERVIEWS

- 9.1 Candidates will be asked to present their identification prior to being shown around the relevant section(s) of the individual Academy and introduced to the Interview Panel.
- 9.2 As per statutory requirements, all interview panels will always contain at least one member who has received Safer Recruitment training [*Regulation 9 of the School Staffing (England) Regulations 2009*].

- 9.3 For teaching posts, the Interview Panel will consist of a minimum of 2 people. At least one member of the Senior Leadership Team should be present and where possible, a governor should also be involved.
- 9.4 For non-teaching posts, the panel will consist of a minimum of 2 people and may include a governor, a senior leader or a relevant Line Manager.
- 9.5 In order to ensure that the recruitment process generates as wide a range of information as possible, there will normally be an additional task in addition to the requirement of responses to interview questions.
- 9.6 Where this has previously been made clear to candidates, the interview may take the form of a two-part selection process and candidates will only be asked to remain for the second part where performance in the first part has been at least good.
- 9.7 In addition to the standard questions drawn up in advance and used to interview all candidates, the Interview Panel may ask any additional individual question necessary to clarify any gap in employment history or clarify a point made in the letter of application. This relates in particular to satisfying the panel about any matters relating to safeguarding.
- 9.8 All unsuccessful candidates will be offered feedback on their performance (verbally or by email).
- 9.9 The Interview Panel may record their notes relating to each candidate's performance, to inform discussions at the end of the interviews and also so that agreed strengths and weaknesses can be fed back to any candidate who desires feedback. These notes will be retained for 12 months.

10 GUIDELINES FOR MAKING AN OFFER OF EMPLOYMENT

- 10.1 Every attempt will be made to make a decision on the day of the interview.
- 10.2 Every attempt will be made to contact all candidates by telephone so that they know the outcome on the day of the interview.
- 10.3 Any verbal offer will state that it is made subject to certain checks and conditions being met (see below).
- 10.4 Following a verbal offer over the telephone, the successful candidate will receive a letter of confirmation. This letter will also state that the offer is made subject to certain conditions being met.
- 10.5 The conditional written offer of a job will be accompanied by DBS documentation and the appropriate Health Questionnaire which the candidate will be required to complete promptly.
- 10.6 The conditional offer of a job will also make it clear that one of the required checks is the receipt of two professional written references.
- 10.6 Where applicable, successful candidates will be asked to bring with them proof of their qualifications when processing their DBS documentation (e.g. teachers, Business Managers etc)

11 REQUIREMENTS FOR CARRYING OUT RECRUITMENT CHECKS ON NEW STAFF

- 11.1 A DBS certificate must be obtained from the candidate as soon as practicable after an offer of appointment has been made and prior to them taking up their new post.
- 11.2 DBS checks are carried out by an external provider, using an online service to speed up the process.
- 11.3 a) For all staff engaged in 'regulated activity' an **enhanced DBS together with barred list information** must be obtained.

- b) For all teaching roles, an additional check against the **prohibited from teaching list** is required.
 - c) For all Academy Management posts (including Trustees), a further check against the **'prohibited under section 128 provisions'** must also be carried out, where a DBS with barred list check has not already been undertaken.
- 11.4 For all other staff who have an opportunity for regular contact with children, but who are not engaging in regulated activity, an **enhanced DBS certificate** (without the barred list check) is sufficient. This would include contractors or other temporary staff working on site within the school day. This applies as they will be viewed by pupils/students as a 'safe person' if they are known as a member of the Academy staff.
- 11.5 DBS checks are not legally required if a new member of staff is moving from a school post in England within the last three months; however, normal procedure for the Trust will be to automatically carry out a check for **all** new members of staff appointed from employers outside the Trust.
- 11.6 DBS checks must be carried out (without the barred list information) for any volunteer, as all volunteers may be required to work outside the classroom with pupils e.g. hearing them read.
- 11.7 Two written references must be taken up on all new employees – referees shall be asked whether the candidate is judged by them as a suitable person to be working with children. This applies even where the postholder is not engaged in regulated activity, as they will be viewed by pupils/students as a 'safe person' if they are known as a member of the Academy staff.
- 11.8 For staff who provide childcare (e.g. After School Club Playworkers, Breakfast Club staff etc) appropriate checks also need to be carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.
- 11.9 When appointing a new member of staff, some additional employment checks must also be carried out. These include:
- Verifying a candidate's identity, following government guidelines (see [GOV.UK website](http://GOV.UK)).
 - Verifying a candidate's mental and physical fitness to carry out their work responsibilities as per the requirements in Education (Health Standards) (England) Regulations 2003.
 - Verifying a candidate's right to work in the UK (if there is uncertainty as to whether an individual requires permission to work in the UK, further guidance is available on the [GOV.UK website](http://GOV.UK)).
 - Obtaining references or feedback where appropriate if the candidate has lived or worked outside the UK.
 - Verifying relevant qualifications (see also 11.6 above).

12 DEFINITIONS OF REGULATED ACTIVITY

- 12.1 **Regulated Activity** includes teaching, training, instructing, caring for, supervising or providing guidance & advice to children if the person is unsupervised.
- 12.2 **Regulated Activity** also includes driving a vehicle that only provides passage for children.
- 12.3 **Regulated Activity** also includes work across a limited range of educational establishments with the opportunity for contact with children e.g. music tutors, sports specialists, educational psychologists etc.

13 SINGLE CENTRAL RECORD

13.1 Each individual Academy within the Trust must keep its own Single Central Record. This must cover all staff, including visiting staff and supply teachers.

13.2 The Clerk to the Trust Board will obtain the SCR information for all Trustees who hold non-executive posts. This information will be updated on a termly basis and passed on to individual academies where any changes have taken place, so that individual academy records and the MAT website can be appropriately updated.

13.3 The Single Central Record must contain the following information:

- Identity check
- Barred list check (where appropriate)
- An enhanced DBS check
- A prohibition from teaching check (where appropriate)
- A section 128 check (for management positions including Trustees)
- Further checks on people who have lived or worked outside the UK
- Qualifications check (where appropriate)
- Right to work in the UK check
- Checks on supply staff (confirming that the relevant checks have been carried out by the agency)
- Checks on volunteers should be included (where they are carrying out regulated activity)

14 GUIDELINES ABOUT INDUCTING NEW MEMBERS OF STAFF

14.1 Wherever possible, the successful candidate will be given the opportunity to visit the Academy prior to taking up their new post, in order to provide an appropriate initial induction session.

14.2 The induction process will include a session with a Senior Leader, who will take the new postholder personally through the safeguarding sections of the MAT's Code of Conduct for staff.

14.3 Upon taking up a new post, the member of staff's Line Manager will arrange for appropriate training and support – this may include shadowing existing experienced members of staff, attending in-house training or accessing training from external sources.

14.4 All new staff members shall undergo safeguarding and child protection training as part of their initial induction. This training should be in line with advice from the LSCB and should be updated regularly (all staff should receive training annually) [See *KCS/E 2016*].

Agreed by the Headteacher Group
October 2016

Approved by Trustees
November 2016