



## **Burrsville Infant Academy Recruitment, Vetting and Induction Policy**

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## Recruitment, Vetting and Induction

### Aims and Objectives

- 6.1. The Governing Body of Burrsville Infant Academy is committed to **safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**
- 6.2. The Safer Recruitment initiative is an essential part of the Every Child Matters Agenda. The latest government guidance emphasises that all organisations that work with children share a commitment to safeguard and promote their welfare and that all organisations that provide services or work with children should:
- Have a Leadership Team that is committed to children's well-being and safety;
  - Be clear about people's responsibilities to safeguard and promote children's welfare;
  - Have effective recruitment and human resources procedures, including checking all new staff and volunteers to make sure they are safe to work with children and young people;
  - Have procedures for dealing with allegations of abuse against members of staff and volunteers;
  - Make sure staff get training that helps them do their job well;
  - Have procedures about how to safeguard and promote the welfare of young people.
- 6.3. The Academy recognises that sometimes people who want to cause harm to children actively seek employment that provides them access to young people. Our recruitment, vetting and induction policy outlines the Academy's procedures to protect pupils from coming into contact with people who may wish to cause them harm and should be read alongside other key safeguarding documents such as our child protection policy. The purposes of this policy are:
- To ensure the Academy recruits and selects staff and volunteers of the highest calibre and quality;
  - To have a clear and robust recruitment process that makes it clear that the Academy is not a "soft touch" for possible abusers;
  - To have comprehensive induction procedures for all adults who work in the Academy, including safeguarding procedures;
  - To develop a "safer Academy culture".

### Arrangements

#### 6.4. Recruitment procedures:

- 6.4.1. The appointment of all employees at Burrsville Infant Academy will be made on merit and in accordance with the provisions of Employment Law, the Education Act 2002, the Academy Staffing (England) Regulations 2003 and the statutory guidance, *Safeguarding Children and Safer Recruitment in Education Settings* and the Academy's equal opportunities policy.

- 6.4.2. The Governing Body will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 6.4.3. The Governing Body has delegated all support staff appointments and all teaching appointments, below the level of Deputy Head, to the Headteacher. A member of the Governing Body will be invited to join the panel if they are available. The Headteacher may not delegate the final decision of appointment to any other senior manager or Governor.
- 6.4.4. In the event that the Governing Body, in consultation with the Headteacher, decide to make a new appointment of an Assistant or Senior member of staff the Staffing committee of the Governing Body will agree the job description and person specification for the post. The statutory requirements for some staff in Academies – notably Principals and senior member of staffs – change from time to time and will be met in full by taking advice from the HR advisors.
- 6.4.5. The Headteacher may decide to appoint internally for some posts after internal advertisement. In cases of internal advertisement the details will be posted, in writing, on the staff notice board giving at least 5 working days for applications to be made.

#### **6.5. Inviting applications:**

- 6.5.1. Recruitment exercise will be carefully planned to ensure sufficient time is allocated to the process so safeguarding processes are not overlooked. The qualities, qualifications and experience needed for the post will be carefully considered but without making the selection criteria so tightly defined that exceptional candidates feel the post does not offer them the scope to further and enhance their career. As part of our Safeguarding procedures, all job advertisements (whether in newspapers or online) will carry the following statement:

***Burrsville Infant Academy is committed to the protection and safety of its pupils. The advertised position is subject to an enhanced DBS check.***

- 6.5.2. Candidates' information packs will also highlight the Academy's commitment to safeguarding children; they will be aimed at encouraging applications from those suitable for the post and deterring unsuitable candidates from applying. The pack should contain:
- Cover letter;
  - Job description and person specification;
  - Information about the Academy;
  - Child Protection policy;
  - Equal opportunities statement;
  - Guidance notes on completing the application;
  - Standardised job application form;

6.5.3. This information will include details about the requirements for references and DBS check and a notice about the consequences of providing false information.

#### **6.6. Application form:**

6.6.1. All applicants MUST complete the official application form - CVs will NOT be accepted in place of the application form. All applicants will be expected to provide, through the application process:

- Full details of names, former names, DOB, current address, NI number;
- Statement of academic/vocational qualifications;
- FULL history, in chronological order of education and employment;
- Details of referees (one of whom MUST be the current employer);
- Statement that the post is exempt from the Rehabilitation of Offenders Act 1974;
- A signed statement that the applicant is not on List 99;
- Have no convictions or cautions (if they do, details should be included in a sealed envelope).

6.6.2. Applicants for a teaching post must provide details of:

- DFE reference number;
- QTS status;

#### **6.7. Shortlisting:**

6.7.1. All applications will be scrutinised and any gap will be noted. Incomplete application forms will be returned to the candidates for completion. Emailed application forms will be accepted but shortlisted applicants will be required to sign their application form at the interview. Any gaps or repeated changes in employment will be investigated.

6.7.2. Short-listing of candidates will be against the person specification for the post. All candidates will be assessed equally and short-listing will be a transparent process.

#### **6.8. References:**

6.8.1. Wherever possible, references will be taken up before interview so any discrepancies can be probed during the interview. References must include one from the current employer if the applicant is currently working with children; if they are not currently working with children a reference should be obtained from previous employment involving children if these are available. References or testimonials provided by the candidate will not be accepted. Candidates unwilling to agree to references from current employees will not normally be interviewed.

6.8.2. Referees will be sent with the job description and person specification in the post and references must be made on the standard Academy reference proforma which includes specific questions relating to any disciplinary procedures the applicant has been subject to involving the safety and welfare of children or young people and any allegations or

concerns that have been raised about the applicant's suitability to work with children.

6.8.3. 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. 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.

#### **6.9. Interview:**

6.9.1. Short-listed candidates will be called to invite them to interview and this will be followed up by a letter/email confirming:

- Date, time and location of the interview;
- Details of the interview panel;
- Details of any tasks needed as part of the process e.g. teaching.

6.9.2. Interviews will always be face-to-face. Telephone-interviews may be used at the short-listing stage where there is an exceptional overseas candidate but will be followed up by a face-to-face interview (which may be via visual electronic link in the last resort). At least one member of the interview panel will have completed "safer recruitment" training. Only in exceptional cases will the interview panel consist of solely the Executive Head.

6.9.3. Candidates will always be required to:

- Explain satisfactorily any gaps in employment;
- Explain satisfactorily any anomalies or discrepancies in the information provided;
- To declare any information that is likely to appear on a DBS disclosure;
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

6.9.4. All applicants who are invited to interview will be asked to bring documentary proof of their identity and qualifications<sup>1</sup> in the letter inviting them to interview. This letter will also contain notice regarding the panel asking questions related to child protection matters during the interview. A copy of all documentation will be kept for the personnel file.

#### **6.10. Employment checks:**

6.10.01 An offer of appointment will be subject to:

- Receipt of at least TWO satisfactory references;
- Verification of identity;
- List 99 check;
- Medical fitness;
- Verification of qualifications;
- Verification of professional status;

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<sup>1</sup> These must be original documents such as a driving licence, passport, certificates and diplomas

- Verification of successful completion of probationary year after 7 May 1999;
- DBS clearance.

6.10.2. In the event of any of the following the offer of employment will be withdrawn.

- 6.10.3. In certain circumstances the LEA and the police will be informed:
- Candidate found to be on List 99;
  - Disqualified from working with children – usually from DBS clearance;
  - Candidate has provided false information.

#### **6.11. Induction:**

6.11.1. All successful candidates will receive induction training that will include the Academy's safeguarding practices, health and safety induction and guidance on safe working practices. Staff will be given a copy of the staff handbook and will have regular meetings during their first 3 months. All staff should be asked to sign to say they have been inducted in these areas.