



Safer Recruitment Policy

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1 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.

The policy is designed to reflect and comply with the requirements of the current DfE 'Keeping Children Safe in Education' guidelines.

2 Statutory Requirements

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met. Please refer to the governors committee booklet.

3 Preliminaries

Confirm that the vacancy requires filling.

Check to see the Job Description and Person Specification are accurate.

Ensure advert reflects the vacancy requirements, including as a minimum:

- Job Title
- Pay Grade/Scale
- Allowances (if applicable)
- Permanent or Temporary
- Length of Contract if Temporary
- Full-time, Part-time or Term-time (include if training days are included)
- Hours to be worked
- Closing Date for Applications
- Interview Date (if possible)
- Date whereby candidates should consider themselves unsuccessful if they have not been contacted
- How to obtain an application pack
- Commitment to Safeguarding

Prepare an Application Pack.

Advertise in the appropriate media.

4 Identification of Recruitment Panel

The school will follow the governors committee handbook guidelines when selecting the interview panel.

The interview panel will consist of at least one member who has completed a recognised safer recruitment training course.

The interview panel will be, where reasonably practicable, responsible for the shortlisting process and the interview process. Changes to the panel will be agreed with the headteacher or chair of governors where appropriate.

The panel should also refer to the equal opportunities policy.

The panel may also seek advice from the schools' hr advisor.

5 Inviting/Attracting Applications

- Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:
 - “the school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced disclosure and barring service (DBS) check.
- prospective applicants will be supplied, as a minimum, with the following:
 - Job description and person specification;
 - The selection procedure for the post (maybe included in the advert)
 - An application form.
- All prospective applicants must complete, in full, an application form. Under no circumstances will cv's be accepted.
- Recruitment agencies will only be used as a last resort and only if it is apparent that the school cannot make an appointment.
- If recruitment agencies contact the school to say they have a suitable candidate the school will instruct the agency to ask the candidate to apply to the school through the normal recruitment process.

6 Short-listing and references

- Short-listing of candidates will be against the person specification for the post. Where an application does not meet the person specification it should be disregarded.
- Each application form will be thoroughly read.
- Consideration must be given to any gaps in employment.
- Due consideration should be given if a reference or candidate has declared that they have had a disciplinary, allegation or criminal history.
 - Seriousness of the offence
 - When it happened
 - Would the candidate be shortlisted if there was no offence? If yes, further investigation into the offence may be carried out during the interview process.
- Short-listed candidates will initially be contacted by phone to attend an interview. Where practicable this will be followed up by a letter detailing the interview format,

time and location. Candidates will be instructed either by phone or letter to bring photo ID and details of qualifications (if required) with them to the interview.

- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted by telephone or e mail 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.
- 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.
- School employees are entitled to see and receive, if requested, copies of their employment references.
- The short-listing panel will begin the completion of the Local Authority equal opportunities monitoring form. This will be completed following the final interview process.

7 The selection process

- The Interview Panel will design questions and tasks pertinent to the vacancy. Question templates from previous interviews may be used but must be checked to ensure they are valid/up-to-date.
- Questions must be designed to reflect a candidates ability to carry out the position on offer.
Do Not ask questions relating to race, sexuality, gender, political beliefs, religious beliefs etc.
- 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.
- Interviews will always be face-to-face.
- All candidates will be asked to bring a form of photo id to the interview. This will be checked/copied against the candidates application form to ascertain that they are who they say they are. If there is a discrepancy between a candidate's photo and application the panel may consider referring to the Safeguarding Policy and or Sandwell HR services for guidance. Copied photos will be kept with candidates application form.

- Consideration should be given to the location of the interview.
 - Is the room comfortable to allow the candidates to give a good interview?
 - Is there water available for the panel and candidates?
 - Is there a 'Do not Disturb' notice displayed?
 - Does the interview need to be 'off-site'?
- At the start of the interview a panel member will be elected as Chair, who will introduce the panel members and explain the interview process.
- At the start of the interview a panel member will highlight the terms and conditions of the post, with particular reference to a post that may be temporary.
- At the start of the interview a panel member will state that 'any offer of employment is subject to satisfactory references and a satisfactory DBS clearance check'. The panel member will then give the candidate an opportunity to disclose anything that they have not disclosed on their application form. If the candidate does make a disclosure the panel may ask the candidate to vacate to allow the panel to make a decision as to whether or not to continue with the interview.
- During the interview process candidates will always be required:
 - To explain satisfactorily any gaps in employment;
 - To explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - To demonstrate their capacity to safeguard and protect the welfare of children and young people.
- The successful candidate(s) will initially be contacted by phone by one of the interview panel. The candidate will be given details of the next stage in the recruitment process. This will be followed up by a letter confirming the appointment.
- A panel member will contact unsuccessful candidates either by phone or, where practicable, by letter. Ensure Interview panel member has details/notes as to why a candidate hasn't been appointed.
- Details of successful candidate will be forwarded to School Admin Office to ensure appropriate paperwork is completed.

8 Contract and Employment Checks

- The School uses a 3rd party Human Resources provider (Sandwell HR) to issue employment contracts on its behalf. All associated paperwork including Contract of Employment, Medical Checks, Payroll and Pension Enrolment are carried out by Sandwell HR.
- All successful applicants are required to complete a pre-employment check including a Disclosure and Barring Check (DBS) and current Asylum and Immigration Check.
- The DBS is carried out through an on-line portal operated in school but managed by Sandwell HR. The School will need to verify original documentation declared by a candidate using the portal.

- If a DBS is returned with notification of a disclosure that the candidate has not declared the school reserves the right to withdraw the offer of employment.
- On behalf of the school Sandwell HR will complete the following checks:
 - Compliance with current asylum and immigration legislation.
 - Appropriate checks will be completed to ascertain that a candidate is not barred from working with children.
 - Appropriate checks will be completed to ascertain that a candidate is not barred under the 'disqualification by association' criteria.
 - Medical clearance – all successful candidates will complete a medical clearance form to be scrutinised by Sandwell Occupational Health. All issues arising from the medical clearance will be risk assessed.

9 Induction

- All staff who are new to the school will receive induction training that will include the school's safeguarding policies, whistleblowing policy and guidance on safe working practices.
- Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

10 Administration

- Set up personal file for new employee.
- Create profile on SIMS, (this will create entry on School Single Central Record).
- Create file for unsuccessful candidates' notes and application forms. File to be shredded 6 months after date of interview.

11 Adults working with children who are not employed directly by the school

- Supply staff/Peripatetic Staff – the school will only use agencies that operate a Safer Recruitment Policy. The school will carry out Identity checks of supply/peripatetic staff against pre-sent information. The school reserves the right to refuse entry to the school if identity checks are not satisfactory.
- Volunteers/Students – all volunteers/students will be subject to appropriate vetting including DBS checks where necessary.
- Work Experience – all work experience students will be supervised.
- All volunteers not engaged in regulated activity will have a risk assessment completed.

RECRUITMENT CHECKLIST

Vacancy	
Closing Date	
Scale	
Full-time/Term-time	
Hours	

<u>Preliminaries</u>	<u>Yes / No / N/A / Comments</u>
Confirm that the vacancy needs filling	
Check to ensure the job description is accurate	
Check to ensure the person specification is accurate	
Prepare Advert	
Inform School Office to prepare paperwork.	
Prepare candidate pack (to include information on school)	
Advertise in the appropriate media, ensure the advert clearly describes the role and the person required and has a clear statement about your commitment to safeguarding children	
Are candidates expected to visit School before applying? Set dates for visit to School	
Pre-meet as an Interview Panel to devise the questions, weightings on questions, devise any tests or practical exercises (eg. School council, lesson observation). Include questions which test the candidate's suitability to work with children and which will elicit responses to given scenarios (eg. competent based questions)	
<u>Recruitment Panel</u>	
Identify recruitment panel appropriate to the vacancy (refer to Governors Committee Guidelines and HR)	
Panel to identify tasks and questions to be used at interview	
<u>Shortlisting</u>	
Discount any CV's	
Panel to shortlist against Job Specification and Job Description (make notes on decision made)	
All applications to be thoroughly read	
Do any applicants have gaps in their employment?	
Have any applicants declared any criminal history?	
Is if the field of applicants is strong enough to continue with interview?	
Equal Opportunities Monitoring Form to be Completed and carried into Interview Process	
<u>Post Shortlisting</u>	
Invite shortlisted candidates by phone and follow up with letter if practicable (detail in letter tasks to be undertaken at interview).	
Request two references in writing for short-listed candidates (only take references before if the employee has agreed to this)	
At least one reference should be from a previous/current employer (remove any information relating to medical history if reference is received before the interview – the panel should not see this before an offer is made).	

<u>Interview Venue</u>	
On-site	
Location	
Arrangements	
Specialist requirements? (e.g. Disabled Access, ICT, Presentation Equipment)	
Off-site	
Location	
Arrangements	
Specialist requirements? (e.g. Disabled Access, ICT, Presentation Equipment)	
<u>Candidates Information</u>	
Letter	
Location of Interview	
Time	
Task Details	
Location Map	
Identification Requirements – Photo	
Qualification Requirements – Proof of Qualifications	
<u>Interview</u>	
Ensure all necessary paperwork is available: <ul style="list-style-type: none"> • Application Forms • Interview Schedule (leave time for comfort break, lunch etc) • Questions/Score Card • Tasks • References • Equal Opportunities Monitoring Form 	
Inspect/copy photo ID of candidate	
Appoint a Chair who will manage the process	
Introductions of the Panel, detail the Interview process	
Confirm the terms and conditions of the post	
Confirm that any appointment will be subject to necessary Safeguarding checks, Disclosure and Barring Check, eligibility to work in the UK, and two satisfactory references.	
Confirm that the School reserves the right to withdraw an offer of employment if any of the pre-employment checks are not satisfactory	
Ask candidate if they wish to declare any criminal offence/conviction not already declared on their application form	
If a candidate does declare a conviction the Chair will ask the candidate to vacate the room to allow the panel to decide whether to continue with the interview. Candidate will then be informed of decision and reason. Decision will be recorded for future reference.	
Apply tests/practical exercises which measure ability under the person specification, particularly in relation to working with children	
Ask all agreed questions carefully noting and scoring the answers. Ask at least one safeguarding question	
Ask any candidate with a gap in their employment record to fully explain the reason for the gap	
Ask all candidates if they would need a Work Permit if successful	

Inspect original qualifications.	
Inform candidates of decision making process and when they will be contacted	
<u>Post interview</u>	
Interview panel convene to select successful candidate. In the case of a split decision the Chair will have the casting vote.	
If panel cannot make an appointment consider re-advertising	
Contact successful candidate by phone to offer post subject to checks and satisfactory references.	
Only contact unsuccessful candidates if successful candidate accepts position. Deal with feedback requests from any unsuccessful candidates	
If successful candidate declines the offer the interview panel may reconvene to consider an alternative candidate or may decide to re-advertise	
Inform School Office of decision.	
School Office to initiate paperwork process to Sandwell HR and to initiate DBS check through on-line portal	
Sandwell HR to appointment process: <ul style="list-style-type: none"> • Contract of Employment • Medical • Check for Continuity of Service • Bank details • Inform Sandwell Payroll • Compliance with Asylum and Immigration • Right to work in UK 	
If DBS process highlights something not disclosed by the candidate the interview panel will meet to discuss possibly withdrawing the offer of employment.	
The panel will also decide, following advice from appropriate organistaions, if the non-disclosure needs forwarding to appropriate Authority (e.g. Police, Safeguarding)	
If offer is withdrawn panel will decide if to appoint one of the unsuccessful candidates or whether to re-advertise	
<u>Induction</u>	
All new employees will receive induction training to include: <ul style="list-style-type: none"> • Acceptance of all School Policies • Guidance on Safe Working • Code of Conduct • Training pertinent to position 	