

# **Lakeside School**

## **Safer Recruitment Policy**

### **Policy statement**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. Our school 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 cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within them 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 Schools' Employment Equality Policy and applies to Lakeside School.

All posts at the 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 Criminal Records Disclosure.

The school will:

1. Ensure that appropriate staff and governors who undertake recruitment have received safer recruitment training and successfully completed the Children's Workforce Development Council's (CWDC) Safer Recruitment in Education training and maintained their assessment up to date.
2. Ensure every appointment panel consists of at least two people including at least one member who has received Safer Recruitment in Education training.
3. 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.
4. Keep and maintain a single central record of recruitment and vetting checks in line with DFE requirements.

5. 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.
6. 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.

The following pre-employment checks will be undertaken:

1. Receipt of at least two satisfactory references, one of which will be from the current or most recent employer.
2. Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
3. Verification of the right to work in the UK
4. A check of the list of those barred from working with children.
5. A DFE check.
6. A satisfactory DBS clearance
7. Verification of the candidate's medical fitness
8. Verification of qualifications
9. Verification of professional registration as required by law for teachers
10. Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999)

## **1. ROLES AND RESPONSIBILITIES**

In accordance with the School Staffing Regulations, the Governing Body has delegated responsibility to the Headteacher in the school to lead in all appointments outside of the leadership group. School governors may still be involved in these staff appointments, but the final decision will rest with the Headteacher. The Headteacher may delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint.

It is the responsibility of the Governing Body to:

- 1.1. ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with the Manual of Personnel Procedures and Practices (MOPP), DFE guidance and legal requirements
- 1.2. monitor the school's compliance with the above procedures
- 1.3. through the relevant Executive Committee of the Governing Body to consider annually the individual school's Safeguarding Audit Report from the headteacher/DSL and any comments from the appointed 'Safeguarding' governor and keep the implementation and impact of this policy under review. Raise any concerns and/or make recommendations for change to the Governing Body as necessary.

It is the responsibility of the Headteacher to:

- 1.4. undertake the national training programme on safer recruitment in education
- 1.5. ensure that sufficient numbers of governors and staff, both teaching and support staff, participate and are certificated in the safer recruitment in education training programme to meet the requirement for every selection panel to include one trained member
- 1.6. ensure that staff and governors involved in recruitment procedures are trained in the wider aspects of recruitment
- 1.7. ensure that each school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- 1.8. monitor contractors' and agencies' compliance with this document
- 1.9. promote the welfare of children and young people at every stage of the procedure
- 1.10. report annually to the relevant Governing Body on the outcomes from the annual safeguarding audit and ensure the school meets the deadline for the submission of the Annual Safeguarding Report to the Local Authority.
- 1.11. take action to address any weaknesses in the school's practice that emerge from the annual safeguarding audit
- 1.12. evaluate, at least annually, and whenever a vacancy arises, the staffing structure to ensure that it meets the changing needs of the school and report to the Governing Body

It is the responsibility of Hampshire County Council Education Personnel Services to:

- 1.13. Deal with the administration of the disclosure system for the school

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safer recruitment pre-employment checks.

## **2. THE PROCEDURE**

### **2.1. Advertising**

To ensure equality of opportunity, each school will advertise all vacant posts to encourage as wide a field of candidates as possible, normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

## **2.2. Job Description**

This will clearly state:

- 2.2.1. the main duties and responsibilities of the post;
- 2.2.2. the individual's responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for
- 2.2.3. For support staff appropriate role profile from HCC will be used to determine roles and responsibilities within the EHCC pay and benefits framework and to determine the scale to be paid.

## **2.3. Person Specification**

- 2.3.1. This will include the qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people
- 2.3.2. describe the competences and qualities that the successful candidate should be able to demonstrate

## **2.4. Information Pack to all applicants**

The pack will include a copy of:

- 2.4.1. the application form
- 2.4.2. the job description and person specification;
- 2.4.3. relevant information about Lakeside School as appropriate; the recruitment process and a reference to the School Equality Policy, Employment Equality Policy and child protection policies.
- 2.4.4. a statement of the terms and conditions relating to the post

## **2.5. Applications**

The form – The school uses the appropriate standard HCC application forms. CVs will not be accepted

- 2.5.1. Full identifying details of the applicant including current and former names, date of birth, current address, and National Insurance number; and for teaching posts DFE reference number whether s/he has Qualified Teacher status (QTS); and whether s/he is registered with the GTC for England
- 2.5.2. A statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award;
- 2.5.3. A full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training, and reasons for leaving employment;
- 2.5.4. A declaration of any family or close relationship to existing employees or employers (including councillors and governors); details of referees.

- 2.5.5. One referee should be the applicant's current or most recent employer, and normally two referees should be sufficient. Where an applicant who is not currently working with children has done so in the past it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children.
- 2.5.6. The form should make it clear that references will not be accepted from relatives or from people writing solely in the capacity of friends;
- 2.5.7. A statement of the personal qualities and experience that the applicant believes are relevant to his or her suitability for the post advertised and how s/he meets the person specification.

The school will require candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (eg: General Teaching Council for England).

## **2.6. References**

References for shortlisted candidates will be sent for immediately after shortlisting.

References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials will not be accepted. Neither school will accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests will specifically ask:

- 2.6.1. About the referee's relationship with the candidate
- 2.6.2. Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- 2.6.3. The applicant's current post, salary and attendance record
- 2.6.4. Performance history and conduct
- 2.6.5. Any disciplinary procedures in which the sanction is current
- 2.6.6. Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those.

- 2.6.7. Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and where no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

## **2.7. Self-declaration of convictions by job applicants**

The school's policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

The chair of the panel /Headteacher will discuss relevant, positive declarations confidentially with the applicant at interview. The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive CRB disclosures.

## **2.8. Interviews**

The selection process will always include the following:

- 2.8.1. Face to face professional interview including a question related to safeguarding children (in line with CWDC Safer Recruitment In Education Training) The panel will agree a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate, based on the information provided in the candidate's application and references.
- 2.8.2. Young people panel / activity with students
- 2.8.3. For applicants to any post involving teaching, to whatever extent, candidates will always be required to teach and be observed.
- 2.8.4. Each element of the selection process will use a form to record comments and to assess the quality of the applicant's responses numerically. The marks will be aggregated later by the selection panel and be used to inform judgments.
- 2.8.5. All paperwork involving the selection process will be gathered immediately after the process and stored securely for a period of 6 months before being shredded.

## **2.9. Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status**

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a Criminal Records Bureau check on the preferred candidate.

Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. The school will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, the school will require sight of a properly certified copy. Where candidates have obtained qualifications abroad, a certified comparability check by NARIC will also be required. Proof of identity and other documentation will be verified by the chair of the panel/ Headteacher.

### **2.10. An offer of appointment to the successful candidate should be conditional upon:**

- 2.10.1. The receipt of at least two satisfactory references
- 2.10.2. Verification of the candidate's identity (if that could not be verified straight after the interview);
- 2.10.3. A check of the persons barred from working with children's list, DFE check and a satisfactory DBS Disclosure;
- 2.10.4. Verification of the candidate's medical fitness
- 2.10.5. Verification of qualifications (if not verified after the interview);
- 2.10.6. Verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted),
- 2.10.7. National Professional Qualification for Headship (NPQH); (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and satisfactory completion of the probationary period.

### **2.11. Commencement of Employment prior to DBS check being received**

In unusual circumstances it is permitted to commence employment prior to receiving a DBS check. However a check of the persons barred from working with children's list, DFE check and risk assessment must be completed. The new staff member once on site must have only supervised access to students until the DBS clearance is received. Supervision arrangements should be recorded and records kept.

## **2.12. Employment Offer**

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed above must all be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment.

Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

## **2.13. Record Retention / Data Protection**

The school will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (ie: shredded). The 6 month retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment Tribunal. Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel / Headteacher within 6 months of the interview date. Subject access requests may incur a charge. All applicants who reach the interview stage of the selection process will be offered verbal feedback.

## **2.14. Personal file records**

From January 2008, the school will retain the following information which will make up part of the personal file for the successful candidate:

- 2.14.1. Application form
- 2.14.2. References
- 2.14.3. Disclosure of convictions form
- 2.14.4. Proof of identification e.g. passport, driving licence which will be shredded after 6 months.
- 2.14.5. Proof of academic qualifications
- 2.14.6. Proof of registration with General Teaching Council (for teaching staff)
- 2.14.7. Certificate of Good Conduct (where applicable)
- 2.14.8. Evidence of medical clearance from Occupational Health (where applicable)
- 2.14.9. Evidence of the DBS clearance (ie: the notification form from EPM or the DBS certificate reference number, NOT the actual DBS form or certificate)



## **2.15. Single Central Record of Recruitment Vetting Checks**

In line with DFE requirements, each school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, eg: specialist sports coach or artist. The central record will indicate whether or not the following have been completed:

- 2.15.1. Identity checks
- 2.15.2. Qualification checks for any qualifications legally required for the job
- 2.15.3. Additionally for those applying for teaching posts, registration check with the GTC where appropriate
- 2.15.4. Checks of right to work in the United Kingdom
- 2.15.5. Check of the Persons barred from working with children list
- 2.15.6. DFE check
- 2.15.7. DBS Enhanced Disclosure
- 2.15.8. Further overseas records where appropriate

It will also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

In order to record supply staff provided through an agency on the record, the school will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. The school does not need to carry out checks itself except where there is information contained within the disclosure. However identity checks must be carried out by the school to check the person arriving is the person the agency intends to refer to them.

## **2.16. All checks will be:**

- 2.16.1. confirmed in writing;
- 2.16.2. documented and retained on the personnel file and followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where:

the candidate is found to be on List 99 of those barred from working with children or a DFE check, the PoCA List, or the DBS Disclosure shows/he has been disqualified from working with children by a Court; or an applicant has provided false information in, or in support of, his or her application; or there are serious concerns about an applicant's suitability to work with children;

Lakeside School will report to the police and/or the DFE Children's Safeguarding Operations Unit.

## **2.17. Probation periods**

Newly appointed teachers and support staff who are new to the employment of the governing body will be subject to the school's probationary period. School staff will be given a copy of the staff handbook and asked to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all time. The school has a specific safeguarding related whistle blowing policy which has been disseminated to all staff and volunteers. The school adopts a culture of vigilance where all concerns are listened to and taken seriously.

## **2.18. Induction Period**

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned the induction programme will include information about, and written statements of:

- 2.18.1 policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, antiracism, physical intervention or restraint, internet safety, any local child protection and safeguarding procedures, and health and safety;
- 2.18.2 safe practice and the standards of conduct and behaviour expected of staff and pupils in the establishment; how and with whom any concerns about those issues should be raised; and other relevant personnel procedures e.g. disciplinary, capability and whistle blowing.

The programme will also include attendance at child protection training appropriate to the person's role.

## **3. Arrangements for monitoring and evaluation**

The headteacher will report annually to the Governing Body on the outcomes from the annual safeguarding audit and ensure the school meets the deadline for the submission of the Annual Safeguarding Report to the Local Authority.

### **For further information and guidance:**

Safeguarding Children and Safer Recruitment in Education DCSF- available in the school office.

Hampshire County Council Manual of Personal Practice – available on line.

### **Websites:**

Department for Education- [www.education.gov.uk](http://www.education.gov.uk)

CRB guidance - [www.crb.homeoffice.gov.uk](http://www.crb.homeoffice.gov.uk)