



Safe Recruitment Policy

This policy aims to instil confidence and reassure parents, carers and families that workers appointed to provide services to pupils are suitably checked prior to commencement in their role.

The appointment and selection processes used should enable the school to gain a full picture of the suitability of prospective candidates. It will also enable the candidates themselves to decide whether the particular school is a place they would wish to work.

The Recruitment Process

This policy emphasises good recruitment practice and will also help the school ensure that suitable candidates are appointed and that equal opportunities are offered to all potential applicants.

It is very important to plan the whole recruitment process from the outset so that sufficient time is left between each stage (eg appearance of advertisement, short-listing and interviewing) to enable a professional and thorough approach to be adopted.

Once a job vacancy has been identified by the senior leadership team and governors, then the recruitment process should be adhered to as follows:

Application Forms

Applicants should complete a Lincolnshire County Council form. Curriculum Vitae drawn up by the applicant will not be considered. The application form should provide the following information:

For applicants for all types of posts the form should obtain:

- Full identifying details of the applicant including current and former names
- Date of Birth
- Current address
- National insurance number
- Statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which she/he is applying with details of the awarding body and date of award
- A full history in chronological order since leaving secondary education, including periods of any post-secondary education/training and any part-time/voluntary work as well as full time employment
- Start and end dates should be given in each case with explanations for periods not in employment or education/training and reasons for leaving employment
- A declaration of any family or close relationship to existing employees or employers (including councillors and governors where relevant)
- Details of referees. One referee should be the applicant's current or most recent employer, and normally two referees should be sufficient. The form should make it clear that references will not be accepted from relatives or from people writing solely in the capacity of friends
- If the applicant is currently working with children, on either a paid or voluntary basis, his/her current employer with children will be asked about disciplinary offences relating to children, including any in which the penalty is "time expired" (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
- Whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure

- If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues
- A statement of the personal qualities and experience that the applicant believes are relevant to his/her suitability for the post advertised and how she/he meets the person specification
- It should include an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as “spent”, must be declared
- It should require a signed statement that the person is not on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body, and either has no convictions, cautions, or bind-overs, or has securely attached to the application form such detail in a sealed envelope marked confidential
- It should indicate that, where appropriate, the successful applicant will be required to submit a DBS Disclosure application for an enhanced check of criminal record
- In cases where the successful application is a foreign national the individual should be asked to obtain a “Certificate of Good Conduct” from the national embassy in the UK as this will enable the “trackability” of certificate, if required, at their expense
- In cases where the successful applicant is a UK national and has indicated that they have lived, or worked abroad for a period greater than three months, they will be required to obtain a “Certificate of Good Conduct” from the appropriate embassy, at their expense.

Job Description

- The main duties and responsibilities of the post
- The individual’s responsibility for promoting and safeguarding the welfare of children and young persons she/he is responsible for, or comes into contact with
- Reference to an Enhanced DBS Disclosure check

Person Specification

This should include:

- Qualifications and experience required
- Any other requirements needed to perform the role in relation to working with children and young people
- The competences and qualities that the successful candidate should be able to demonstrate explaining, how these requirements will be tested and assessed during the selection process
- Explanation that if the applicant is short listed any relevant issues arising from his/her references will be taken up at interview

Scrutinising and Short-listing

All applications will be scrutinised by SLT (and governors, in the case of TAs, RCOs and teaching staff) to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Incomplete applications will not be accepted and should be returned for completion. Any anomalies or discrepancies or gaps in employment identified by the scrutiny will be noted so that they can be taken up as part of the consideration of whether to short list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid career move from a permanent post to supply teaching or temporary work, also needs to be explored and verified.

References

Once short-listing has taken place, references will be taken up before interview on all short-listed candidates and must be sought and obtained directly from the referee. Open references and “to whom it may concern” testimonials will not be accepted. Referees will be sent a copy of the job description and person specification and asked to complete a model proforma – see Appendix A.

On receipt, references will be verified by a follow up telephone call. Information given should be compared with the application form. Any discrepancy should be taken up with the applicant.

Invitation to Interview

The invitation should remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children.

The interview will also stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who she/he claims to be and that where a DBS disclosure is appropriate the successful candidate will be required to complete an application for an Enhanced DBS Disclosure as soon as possible.

Candidates will also be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, eg the original or a certified copy of a certificate, or diploma, or a letter of conformation from the awarding body. If the successful candidate cannot produce original documents or certified copies, written confirmation of his/her relevant qualifications must be obtained from the awarding body at the candidate's expense. A certified copy of documents used to verify the successful candidate's identity or qualifications must be kept for the personnel file. School policies on child protection and code of conduct should be sent at this stage.

There will be at least two members on the interview panel who should:

- Have the necessary authority to make decisions about appointment
- Be appropriately trained
- Meet before the interviews to reach a consensus about the required standard for the job to which they are appointing
- Consider the issues to be explored with each candidate and who on the panel will ask about each of those
- Agree their assessment criteria in accordance with the person specification
- It may be appropriate to include students on the panel

Scope of the Interview

The interview panel should also explore:

- The candidate's attitude toward children and young people
- His/her ability to support the school's agenda for safeguarding and promoting the welfare of children
- Gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee. (It is acceptable to ask individual issues relating to information contained within references)
- If the candidate wished to declare anything in light of the requirement for a DBS disclosure

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything she/he wishes to declare/discuss in the light of the questions that have been (or will be) put to his/her referees.

Conditional Offer of Appointment

Pre-appointment checks

An offer of appointment to the successful candidate should be conditional upon:

- The receipt of at least two satisfactory references
- Verification of the candidate's identity
- Where appropriate, a satisfactory DBS Disclosure that includes a check of List 99 and the PoCA list (Protection of Children Act)

- Verification of the candidate's medical fitness
- Verification of original qualifications
- Verification of professional status where required
- The SLT should seek advice from its HR provider, if a DBS Disclosure reveals information that a candidate has not disclosed in the course of the selection process
- All checks should be confirmed in writing, 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 or the PoCA List, or the CRB disclosure shows she/he has been disqualified from working with children by a court or an applicant has provided false information in, or in support of, his/her application; or there are serious concerns about an applicant's suitability to work with children, the facts should be reported to the police and to any relevant professional body, if appropriate.

See Safer Recruitment Toolkit for guidance on candidates who have worked overseas.

Since May 2006 it is a mandatory requirement for a DBS Enhanced Disclosure for all new appointments to the schools workforce under the Intended Schools Staffing (England) (Amended) (No 2) Regulations 2006.

It is mandatory for regulated settings to undertake three yearly, DBS disclosures on all staff.

Supply Staff Appointments

The same range of checks necessary for permanent staff is also required for supply staff, including those employed via employment agencies. Where the staff member is provided by a supply agency, the agency must undertake the checks but the school must have confirmation that the checks have been completed. It is recommended that all agencies ensure that any staff they provide have given written consent for any conviction or other information on the disclosure to be "shared" with potential employers. Where conviction/other information have been provided via a disclosure certificate, the school should request to see a copy of the disclosure and undertake its own written risk assessment.

If the school is approached by an individual who wishes to join the supply and relief panel, they will be asked to ring the supply and relief administration team at People Services (01522 836781) so that the process can be explained and the correct forms and explanatory letters provided. Initially, only an application form with guidelines will be sent to the applicant. The applicant will complete the form and contact a headteacher who is willing to interview them. The headteacher completes a section on the application form to confirm this and the application is returned to People Services.

References will be requested at this time and when they have been received, the application form and references will be returned to the participating headteacher. The applicant will be informed so that a mutually acceptable interview time can be arranged. A DBS application form will be sent to the applicant at this time so that Section X can be completed at the interview whilst ID documentation is available. This form will be shredded by People Services if the applicant is unsuccessful.

Following the interview, the headteacher will complete a pro-forma detailing their recommendations. If the interview is positive, the rest of the application pack will be sent to the applicant and the process will continue.

Volunteers

Suitable volunteers are welcomed into the school, eg students on work experience, however their placement is subject to a written risk assessment in order to ensure they have no unsupervised contact with pupils.

Risk Assessments

A written risk assessment must be completed for:

- Those newly appointed members of staff who start work prior to their DBS check being returned
- Any still deemed appropriate applicant whose DBS check comes back with convictions/relevant soft information in deciding the relevance of convictions, the following points should be considered:
 - i) Nature of offence
 - ii) Nature of appointment
 - iii) Age of offence
 - iv) Frequency
- Volunteers
- Students

This policy has been drawn up using the guidance in LSCB “Safer Recruitment Toolkit” (June 07) and should be read in conjunction with Child Protection Policy, Code of Conduct (Staff Handbook), Whistleblowing Policy. This policy was presented at the next full governors’ meeting, summer 2009 and will be reviewed annually thereafter.

Appendices

Model Reference Request

Risk Assessments

- Employment prior to CRB
- Employment following prior conviction
- Volunteers

Monitoring and review

Lea Mason (Executive Head) is responsible for monitoring and reviewing this policy. It is due for review in February 2014

Approval

This policy was agreed by the Board of Governors on: March 2011

Signed:

Chair of Governors

Date: