



ST HILDA'S
CE HIGH SCHOOL

Safer Recruitment Policy

Governor Committee: Personnel committee
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1. Introduction

- 1.1. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. St Hilda's CE High School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, Governors and volunteers to share this commitment.
- 1.2. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in their roles. St Hilda's CE High School recognises the value of, and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. The school is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its' obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.
- 1.3. 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.
 - ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education's statutory guidance document Keeping Children Safe in Education and the code of practice published by the Disclosure and Barring Service (DBS)

2. Applicability

This policy applies to all employees, Governors and volunteers working (including those on work experience) in the school.

3. Roles and Responsibilities

- 3.1. All staff, Governors and volunteers of St Hilda's CE High School have a responsibility to ensure that the school environment is safe and secure for children and that appropriate school policies and procedures are followed.
- 3.2. The Governing Body of the school will:
- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education and DBS guidance and legal requirements;
 - monitor the school's compliance with them;
 - ensure that appropriate staff and Governors have completed safer recruitment training;
 - Delegate responsibility to appoint all other staff to the Headteacher;
 - At times be invited to attend and be involved in recruitment and selection panels for staff in the school, in particular for senior leadership positions.

The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance;
- ensure that all appropriate checks have been carried out on staff and volunteers (including those on work experience) in the school;
- monitor any contractors and agencies compliance with this document;
- promote the safety and well-being of children and young people at every stage of this process;
- respond to changes in legislation required to ensure the safeguarding of children and review policy and practice in the light of developments.

Employees, Governors and volunteers (including those on work experience) who are convicted or cautioned for any offence during their employment with the school must notify the Headteacher in writing details of the offence and penalty.

St Hilda's CE High School is committed to using disciplinary procedures to deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

As an employer, St Hilda's has a duty to refer any allegation of abuse against a member of staff to the LEA officer designated to lead on child protection within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

As an employer the school has a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

4. Practices

The following procedures and practices are in place to ensure the safe recruitment of staff.

Stage 1: Job Description and Person Specification

Once a post becomes vacant or a new post is created, the job description and person specification need to be reviewed/agreed to ensure they are up to date and fit for purpose.

Stage 2: Advertising and Inviting Applications

All advertisements for all posts will clearly stipulate the stance adopted by St Hilda's CE High School by the inclusion of the following statement:

“The Governors of St Hilda's CE High School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service”

Stage 3: Pre-Application Pack

Prospective applicants are supplied with the following:

- Application form
- Job description and person specification
- School information
- Safer Recruitment Policy

All applicants must complete the application form in full; CVs will not be accepted.

Stage 4: Identification of the Recruitment Panel

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

Stage 5: Applicant Selection/Short-Listing

Short-listing of candidates will be against the person specification for the post and will be completed by the entire recruitment panel or a delegated member of the panel providing that that person has completed the safer recruitment training.

Two references, one of which must be from the applicant's current/most recent employer, will be taken up after the short-listing but before the interview stage so that any discrepancies may be probed during interviews.

References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people;
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people;
- The candidate's suitability for the post;
- Applicants current post and salary;
- Attendance record.

Stage 6: Interview

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

All applicants who are invited to an interview will be required to bring the following evidence of identity, right to work in the UK, address and qualifications:

- passport; and
- two utility bills or statements (from different sources) showing their name and home address; and
- original documents confirming any educational and professional qualifications referred to in their application form

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (eg marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and the questions will range to encompass subject knowledge, skills and competence, ability to fulfil the requirements of the role, and to contribute to the extra and extended curriculum. Significantly, in terms of safer recruitment practices, at least one representative involved in the interview process will have successfully completed safer recruitment training.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
- to declare any information that is likely to appear on a DBS disclosure;
- to declare if they have any prohibition orders (teachers only);
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

Stage 7: Successful Candidate - Pre Employment Checks

Further to those checks at the point of interview, the successful candidate can only commence employment once the school has received the below and the verification checklist has been completed (Appendix 1):

- receipt of at least two satisfactory references;
- verification of the candidate's identity;
- a satisfactory enhanced DBS disclosure;
- verification of qualifications;
- verification of professional status where required eg GTC registration, QTS status (unless properly exempted);
- verification of no prohibition orders (teachers only)
- the production of evidence of the right to work in the UK
- completion of a medical questionnaire and, if required, be deemed fit to undertake the role by Occupational Health.

All checks will be:

- Documented and retained on the personnel file.
- Recorded on the school's Single Central Record.
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will only commence subject to all checks and procedures being satisfactorily completed.

Stage 8: Induction

All staff, Governors and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training. Regular meetings will be held during the first twelve months of employment between the new staff and their appropriate line manager(s).

Stage 9: Leaving Employment of St Hilda's CE High School

There is a statutory requirement for the provision of the Protection of Children Act and List 99 scheme to be applied where employees work in the provision of care services to children. Employees at a school who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Disclosure and Barring Service, PO Box 181, Darlington, DL1 9FA.

5. Supply Staff

St Hilda's CE High School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Information disclosed as part of a DBS Disclosure will be treated as confidential.

Identity checks will be carried out by St Hilda's CE High School to confirm that the individual arriving at the school is the individual that the agency has referred.

6. Peripatetic Staff

St Hilda's CE High School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

Date for review: June 2018

Appendix 1 – Verification checklist

Candidate name:	
Post applied for:	
Date of interview:	

CRITERIA	ACTION	VERIFIED BY AND DATE
Application Form	The candidate has completed an application form, including the relevant declarations and has signed and dated that form. The candidate has provided information on their employment history and, if appropriate, has adequately explained the reasons for any gaps in their employment. The application form must be retained	
Qualifications	This only applies where a specific qualification is an essential criterion of the person specification. A photocopy of the qualification seen must be retained. <i>Specify qualification and date qualified:</i>	
Identity	The candidate has provided satisfactory evidence of their identity. A photocopy of evidence seen must be retained <i>Specify document(s) seen to verify identity:</i>	

<p>Right to Work in the UK</p>	<p>The candidate has provided satisfactory evidence, in accordance with The Asylum & Immigration Act 1996, that they have the right to work in the UK and to undertake the type of work on offer. A photocopy of evidence seen must be retained. <i>Specify document(s) seen to verify right to work in UK:</i></p>	
<p>Enhanced DBS Disclosure for regulated activity</p>	<p>Enhanced DBS disclosure has been undertaken and the applicant has provided a satisfactory disclosure certificate.</p> <p><i>Disclosure Certificate Number:</i></p> <p><i>Date of issue:</i></p>	
<p>Prohibition Order Check (Teachers only)</p>	<p>The appropriate check has been made and the candidate does not have any prohibition orders against them. <i>Retain evidence of this.</i></p>	
<p>References</p>	<p>Satisfactory references have been received from the appropriate referees. Referee(s) have provided their assessment of the employee's suitability to work with children and to undertake this role. References must be retained</p> <p>Reference 1 from</p> <p>Reference 2 from</p>	

Driving Licence	If applicable, the candidate has verified that they hold the appropriate and valid driving licence and are adequately insured for business purposes. If applicable a photocopy must be retained	
Medical Clearance	The candidate has completed the medical questionnaire and, if required, has been deemed fit to undertake the post by Occupational Health.	

This form should be completed by the appointing manager or other nominated person. It must remain confidential and should be retained in the person's personnel file along with all relevant documentation.

ACTION	SIGN AND DATE WHEN COMPLETED
Appointment letter sent	
Declaration of interests form completed	
Personal and bank details form completed	
ICT use form completed	
Safeguarding and induction handbook provided	
Contract issued and signed copy received	
Set up on systems such as SIMS, Parent Pay	