



Safer Recruitment Policy

September 2017

Status:	Statutory
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Principles

This school is committed to:

- Safeguarding and promoting the welfare of children and young people
- Ensuring all vacancies are filled as promptly and effectively as possible
- Recognising and developing the skills and talents of the staff to ensure the recruitment and retention of the highest calibre of staff and to build capacity from within the school
- Providing appropriate data for school records
- Striving to recruit and retain staff who are fully representative of the diverse nature of the wider community the school serves
- Recruiting in accordance with the staffing structure as proposed by the Head Teacher and agreed by the Governing Body.

Procedures for Appointing Staff

Externally Advertised Posts

All advertisements are to be raised by the PA to Executive Head Teacher in consultation with the SLT link. Salary scales and points are confirmed by the Head Teacher and School Business Manager.

Posts are advertised in the TES or local newspaper and the school's website allowing up to two weeks. Applicants are required to complete an application form including a personal statement which should be received in school by 3 pm on the deadline date. CVs are only acceptable if accompanied by a completed application form.

All advertisements should include:

- The qualities, qualifications and experience needed
- The commitment to safeguarding
- The requirement for an enhanced DBS check
- Details of the post
- Salary
- School context information

Candidate Pack

Candidate packs should contain:

- An application form which must contain:
 - Former and current names
 - Date of birth
 - Address
 - National Insurance Number
 - Qualifications and awarding body
 - DFES Number (teaching staff)
 - QTS status (teaching staff)
 - Registration with GTC (teaching staff)
 - Chronology since leaving school including voluntary work
 - Explanation of periods of not in employment/education or training
 - Reasons for leaving
 - Close relationship to employers including governors

- Two professional referees including their current/most recent employer (internal and external posts). At least one reference should be the Head Teacher where there has been employment in a school
 - A statement that the post is exempt from the Rehabilitation of Offenders 1974, i.e. all spent convictions must be declared and that if these are not disclosed, this could lead to dismissal
 - An accompanying statement detailing personal qualities and experience relevant to the post
- Job description which includes:
 - Main duties and responsibilities
 - Individual's responsibility for promoting and safeguarding the welfare of children
- Person specification which includes:
 - Qualifications and experience, and any other requirements
 - Competences and qualities
- Reference to the fact that a DBS disclosure is required
- Child Protection Policy statement

Internally advertised posts

Temporary internal posts are offered:

- where the funding is 'time limited'
- where the post is directly or indirectly to cover a long-term absence, e.g. maternity leave
- for a specific job to be carried out which is 'time limited'
- when piloting a change to the staffing structure.

Permanent internal posts are offered unless:

- there is someone temporarily in post with whom concerns about performance have been raised and targets have still not been met
- another member of staff applies with whom concerns about performance have been raised and recorded and targets have still not been met

In which case the post will (continue to) be offered on a temporary contract for a fixed period with review sessions booked in

OR

- there is no one eligible/with the right specific experiences and/or qualifications for the post
- In which case the post will be advertised externally and/or nationally with internal candidates notified and free to apply

If the school has not been successful in recruiting internally, the post may then be filled in any of the following ways:

- advertised again internally
- someone may be approached by SLT
- doubling up of posts with increased non contact and salary arranged
- external advert/agency contacted/or known contacts asked*

*If there is no one on the staff eligible to fill the post then this may be advertised externally straightaway

Procedures for advertising internal posts are:

- Post to be advertised in briefing and the bulletin allowing at least five working days, and preferably including a weekend, to complete a letter of application. Ensure all part time staff eligible have this information by ringing home if necessary. Completed letters of application should handed in to the PA to Executive Head Teacher by the deadline date and time
- Support to be provided for applicants from a middle or senior member of staff not involved in the appointment – it is the applicant's responsibility to ask the SLT link who to go to for support
- Job Descriptions and person specifications are available from the PA to Executive Head Teacher
- Letter of application/personal statement should be as detailed as if it were an external appointment
- Formal Interviews are held after the school day unless any task needs to be undertaken during the school day, e.g. with students
- Feedback provided promptly as part of CPD and after the school day.

References

The procedure and requirements for the provision of references is as follows:

- No open references or testimonials are accepted
- Internal candidates require references
- For internal posts, references are written by middle leaders or SLT link – depending on the post - and Head Teacher includes a summary of these views within the reference which is the one circulated
- References should be obtained where possible before short listing. In exceptional circumstances for support staff references may have to be obtained after interview but must be obtained before confirming a job offer
- Job descriptions and person specifications will be provided for referees
- Samples of the reference pro formas to be used are attached as appendices.
- Once references have been received, they should be checked that they are complete and any vagaries or missing information should be provided in writing by the referee
- The school will compare the reference to the application to ensure there is consistency. Any discrepancy should be taken up with the applicant should they be interviewed
- References for external posts are closed
- All external references should name the Head Teacher as one of their referees
- All additional external school references should be issued on school headed paper and must be agreed by the Head Teacher or SLT Link before they are sent.

Scrutinising and Short Listing applications

The SLT link responsible for the appointment should:

- Check that the application form is properly completed. If it is not, it should be returned, picked up at interview or a decision made whether to short list

- Look out for 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 need to be explored and verified.
- Assess candidates against the same criteria

Pre-interview arrangements

- PA to Executive Head Teacher organises the schedule for the day and provides this to the Cover Manager and the panel as soon as possible and at least the day before.
- PA to Executive Head Teacher ensures letter of application/personal statement and copies of the application on file along with a reference is provided for the panel the day before the interview

All interviews should be carried out face to face. Candidates should be informed by e mail of:

- the time and place
- directions to the venue
- membership of the interview panel
- how the interview will be conducted
- the areas it will explore, including suitability to work with children:
- The fact that a DBS disclosure will be required for the successful candidate.

External candidates will be informed that they should bring with them:

- A downloaded and completed application form if not already submitted
- Two forms of identification with the candidates' current name and address and, where appropriate, change of name. One must be photographic, e.g, passport or driving licence
- Documents verifying their qualification, i.e. original certificates of QTS or GTC status, and their degree. Copies will be taken and destroyed if the candidate is not successful.

Interview panel

Arrangements for the interview panel are that:

- There will be a minimum of two interviewers
- Members of the panel should have the necessary authority to make decisions about the appointment and be appropriately trained
- At least one member of the panel should have undertaken the online safeguarding training
- Final interview panels for external appointments must include one Governor who holds a Safer Recruitment Certificate. The Head Teacher will be involved for all staff.
- Governors have delegated responsibility for recruitment to the Head Teacher and Staff Governors for staff not part of the Senior Leadership Team. Non school based Governors will also be involved in Senior Leadership Team appointments

Interview questions

- The panel must agree in advance a list of questions that they will not deviate from
- The panel must have regard to the job description and person specification when choosing the suitable candidate
- The candidates' response to a question will determine whether and how that is followed up
- Hypothetical questions should be avoided as they allow theoretical answers.

Questions should cover:

- Attitude towards children
- Ability to support the schools safeguarding and promoting the welfare of children agenda
- Gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided
- A wish on behalf of the candidate to declare anything in the light of the requirement for a DBS disclosure
- A wish on behalf of the candidate to declare or discuss in the light of the questions that have been (or will be) put to his or her referees
- The candidate's suitability to work with children:
 - Motivation to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Emotional resilience in working with challenging behaviours
 - Attitudes to use of authority and maintaining discipline.

Format of the day for external appointments

An example of the format of an interview day is:

- Attendance briefing
- Talk from the Head Teacher
- Tour of the school
- Teaching a lesson/undertaking a task (support staff)
- Initial interview
- Final interview
- Students will be involved in either taking the tour, in a lesson, or part of a panel of students meeting the candidate accompanied by a member of staff.

The format of the interview for internal candidates for permanent posts is:

- For main scale teaching staff there will be a 10-15 minute subject observation by HOD/SLT link
- There will be a teaching and learning panel to follow up the observation
- There will also be a management panel for a post of responsibility
- There will be a final panel with appropriate senior leaders including the Head Teacher
- Internal staff on interview during the school day will have their lessons covered for the day
- If it is for an SLT post the Head Teacher plus at least one member of SLT to interview
- Debrief is provided promptly to all candidates

The format of the day for temporary internal posts is:

- A 20 minute 'informal' professional development discussion if one candidate applies or 'interview' if concerns have already been raised with the member of staff or there is more than one candidate applying
- This takes place with a minimum of the SLT Link and another appropriate middle leader usually after the school day.

Following the interview

- Following the interview, the application form, references, questions and observation feedback for the successful candidate should be handed to the Business Manager
- Head Teacher agrees the salary starting point and notifies the Business Manager

- The Business Manager produces offer letters - pay scale/start and end date/job title
- The Business Manager writes a letter confirming the post, issues a contract, arranges for completion of appointment pack and notifies payroll
- All paperwork relating to the unsuccessful candidates should be handed to the Business Manager for recording and archiving
- Feedback to be provided promptly to unsuccessful candidates invited to interview – no feedback is provided for other applicants
- Feedback is also provided for the successful candidate.

Conditional offer of appointment

A conditional offer of appointment is made pending satisfactory completion of:

- Receipt of two satisfactory professional references
- Verification of candidate's identity: Name, date of birth, address, photo ID
- A check of Children's List 99
- DBS Disclosure
- Verification of the candidate's medical fitness (Schools Direct questionnaire)
- Verification of qualifications
- Professional status, e.g. NPQH and QTS status, with a GTC check to ensure there are no restrictions against the candidate and to check that professional qualification

Single Central Record and DBS checks

The following is carried out by the Business Manager prior to commencement of service and recorded on the Central Record:

- Verification of Identity
- DBS checks to be cleared via Schools Direct Human Resources. These are confidential documents and are kept in a secure place
- Children's List 99 check must be in place if the DBS clearance is outstanding from Schools Direct Human Resources when the member of staff commences work
- Where a DBS disclosure has not been received prior to commencement of service, additional supervision and other appropriate measures to minimise the risk to students will be put in place in line with Local Authority guidance. This means that they should not be supervising students on a one to one basis. The relevant line manager and SLT link will be advised if this is the case and will have responsibility for such supervision. The staff member will also be aware that they are subject to this supervision which will be reviewed regularly until the DBS is disclosed.
- Overseas Criminal Records checks required for all Overseas Teachers
- Copies of evidence of qualifications relevant to the post to be provided for file
- Agencies to provide confirmation of cleared DBS check and current reference to be approved by the Head Teacher. Supply teachers covering long term vacancies will be subject to the same interview process as externally appointed staff.

For other staff not directly employed by the school, volunteers and Governors:

- An enhanced DBS disclosure will be obtained for volunteers who work with children unsupervised. Volunteers accompanying school trips will not be allowed to supervise students

unaccompanied. Those volunteers who are in more than once per week, will be interviewed and two professional references obtained

- Coaches, peripatetic music teachers, connexions advisors, PGCE students, etc, who are provided as support staff for the school, will have all the employment checks carried out by the external agency who will confirm that these are in place. They will be subject to the normal identity checks, e.g. official ID cards. For PGCE students, where a DBS is pending, providing a Children's List 99 check is in place and they are appropriately supervised they can remain in school
- Governors do not currently require a DBS check as they are never left in sole charge of students. If, however, an individual volunteers to work alongside students the checks as stated above will apply.
- *From January 2010, following Ofsted "best practice" guidance, all newly appointed or re-elected Governors are required to be DBS checked

All checks will be documented and retained on the personnel file.

The Single Central Record will be updated following each appointment: This contains all the categories as specified in Section 4.54 p 48 of the Safeguarding Children and Safer Recruitment document and includes:

- All staff who are employed to work at the school
- All supply staff are shown on a record as an appendix to the grid
- All volunteers and coaches, etc

Where there are concerns arising from the checks, please refer to Section 3.48, p 32 and appendix 9 of the Safeguarding Children and Safer Recruitment document.

Overseas Staff and staff who have lived outside the UK

Criminal Record checks should be sought from countries where individuals have worked or lived, see Chapter 4 of the Safeguarding Children and Safer Recruitment document.

A check will be carried out to verify the Right to Work in the UK, see appendix 8 of the Safeguarding Children and Safer Recruitment document

Post Appointment Induction

There is an induction programme for all staff and volunteers, regardless of previous experience:

- Provision of training and information about the school's policies and procedures
- Confirm the conduct expected of staff
- Provide opportunities for the new member of staff to raise issues or concerns
- Enable the line manager to recognise any concerns or issues about the person's ability or suitability and address them

Induction should include information about and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare, eg child protection, anti bullying and racism, physical intervention or restraint, intimate care, internet safety and any local child protection and safeguarding procedures
- Safe practice and the standards of conduct and behaviour expected of staff and pupils in the school
- How and with whom any concerns about those issues should be raised

- Other relevant personnel procedures, e.g. disciplinary, capability and whistle-blowing

Monitoring

Monitoring of both the recruitment process and induction arrangements:

- Staff turnover and reasons for leaving
- Exit interviews
- Attendance of new recruits at child protection training including staff who join mid year
- In order to monitor the success of our efforts to recruit staff fully representative of the socially diverse nature of the wider school community, we will record for all permanent posts the stated ethnic background and gender for all shortlisted applicants. A record of this process will be presented annually to the Governors Staffing Committee during the Spring term meeting.

Attending interviews (Teaching and Support Staff)

- Staff will be granted leave with pay for interviews, which are part of the formal selection process (see Leave of Absence Policy)
- Requests for leave for this purpose must be authorised by the Head Teacher as soon as possible/as soon as this is known

Applying for posts beyond the school

When any staff are applying for a post beyond the school they should:

- Inform the Head Teacher before anyone else
- Ask the Head Teacher and their immediate line manager if they can be used as a referee (using the Head Teacher is normal practice for all jobs in schools. This is done before actually giving these names as referees on a form of application. Any staff being used as a referee for colleagues should discuss this first with their SLT link. All references sent out of the school should be checked first with the SLT link. A copy of the agreed reference should be copied onto the staff file (of current and ex staff alike).)

Procedures for Staff Resignations

- There are three resignation dates for teaching staff in the year which are the last days of October, February and May for staff wishing to leave at the end of that term.
- Staff who know they are going to be leaving are urged to resign as soon as possible to allow time to replace them as this usually takes about three weeks from advert to appointment and if an appointment is not made before the national resignation date deadline the school will be unable to fill the post for a term. This particularly applies around the 31 May deadline as resigning near or after this day will leave a vacant position unable to be filled until 1 January.
- If resigning prior to being offered or to taking up a post or opportunities elsewhere, the Head Teacher should be informed verbally and in writing before anyone else.
- Support Staff need to give a minimum of month's notice/or as stated in the terms of their contract and inform the Head Teacher as below.
- The Head Teacher should be informed verbally and in writing about resignations immediately staff have been offered and accepted a post verbally and before the resignation is discussed with any other staff.

Safeguarding Children and Safer Recruitment in Education

In drawing up this policy, reference has been made to the Safeguarding Children and Safer Recruitment in Education document from the DCSF January 2007.