

Manor Hall Academy Trust



SAFER RECRUITMENT POLICY

Responsibility for monitoring and reviewing this policy lies with the Headteacher and LAB. A review of this policy and recommendations for change should be presented to the Directors of the trust for verifications.

The Directors of the trust, in line with the Scheme of Delegation and Articles of Association have overall responsibility for the effective operation of MAT policies, but has delegated day to day responsibility to the Headteacher and LAB.

Directors will take account of recommendations from individual schools in review of this policy and seek HR advice as to such revisions.

MANOR HALL ACADEMY TRUST

SAFER RECRUITMENT POLICY

1.0 Introduction

Manor Hall Academy Trust is committed to providing the highest level of education and care to its pupils and to safeguarding and promoting the welfare of children and young people.

Manor Hall Academy Trust recognises that the safe recruitment of its staff in schools is essential to safeguard the children in attendance.

Safer practice in recruitment means thinking about and including issues relating to child protection and safeguarding and promoting the welfare of children at every stage of the process and for all people being recruited.

This policy is **NOT** a Recruitment and Selection Guide and deals only with safer recruitment.

2.0 Aims and Objectives

The aims of this safer recruitment policy are as follows:

- to help deter, reject or identify people who are unsuited to work with pupils by having appropriate selection and appointment procedures
- to ensure that the best staff are recruited on the basis of their suitability, merits and abilities as measured against the job description and person specification
- to ensure that no applicant is discriminated against on any grounds as per the Equality Act 2010
- to ensure compliance with the Keeping Children Safe in Education Statutory guidance for schools and colleges on safeguarding children and safer recruitment in education
- to ensure compliance with current employment legislation

It is recommended that this guidance is used in conjunction with the advice and support of your Senior HR Consultant.

3.0 Roles and Responsibilities

It is the responsibility of the Headteacher/DSL in conjunction with all other staff involved in recruitment to:

- ensure that the school operates safe recruitment procedures
- ensure that appropriate checks are carried out on all staff and volunteers who work at the school

- to monitor contractors and agencies compliance with this policy

In the Manor Hall Academy Trust the Directors have delegated responsibility to the LAB.

It is the responsibility of the LAB to;

- ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers
- monitor the schools compliance with them

Recruitment and Selection Procedure

4.1 Selection Panel

4.1.1 Any person with a **personal** or **pecuniary interest** in the appointment of a particular applicant must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision making.

4.1.2 At least one member of the selection panel will have completed Safer Recruitment Training¹

4.2 Job Descriptions and Person Specifications

4.2.1 Every job description and person specification will make reference to the postholder's responsibility for safeguarding and promoting the welfare of children.

4.2.2 The person specification will include specific reference to suitability to work with children.

4.3 Advertisements

4.3.1 Adverts for all posts will include the School/Academies commitment to Safeguarding and the fact the post is exempt from the Rehabilitation of Offenders Act ie;

This School/Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

This position is subject to appropriate vetting procedures including a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form

¹ School Staffing (England) (Amendment) Regulations 2014 mean that from 1 September 2014 training providers no longer have to be approved by the secretary of state.

4.4 Application Forms

- 4.4.1 All prospective applicants must complete, in full, an application form.
- 4.4.2 CV's or general letters of application will not be accepted
- 4.4.3 Application forms and supporting information will be scrutinised fully and explored with the applicant where necessary to resolve any discrepancies or anomalies.
- 4.4.4 All applicants will also be provided with the Safer Recruitment Policy.

4.5 References

- 4.5.1 Professional and character references will include specific questions relating to the role applied for, a candidate's suitability to work with children, any allegations relating to children and/or any disciplinary action taken in relation to their work or contact with children as a result of which penalties or sanctions have either expired or remain in force
- 4.5.2 References will also be used to confirm details provided by the applicant in the application form (such as the experience and qualifications claimed by the applicant).
- 4.5.3 References will always be sought and obtained directly from the referee - they will not be accepted directly from the applicant.
- 4.5.4 Where necessary, referees will be contacted by telephone or email in order to clarify and anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 4.5.5 Open references or testimonials will not be accepted and only written references will be considered
- 4.5.6 References will be sought on all shortlisted candidates, including internal ones, and where possible will be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. Where it is not possible to obtain references prior to interview because of delay on the part of the referee a reference will be received and scrutinised prior to confirmation of appointment
- 4.5.7 In all instances where an applicant currently works in a school or educational setting, a reference will **always** be sought from the Headteacher or LAB of that establishment.
- 4.5.8 If a candidate for a teaching post is not currently employed as a teacher, we will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving
- 4.5.9 A minimum of two references will be received and scrutinised - one to be from the current or most recent employer

4.5.10 Information provided by the Headteacher or LAB for an internal candidate will be considered like a reference for an external candidate.

4.5.11 If a panel member knows something factual (i.e. that can be supported by evidence) about a potential candidate that other members may not know, the information will be shared so that the panel itself can decide if it is relevant.

4.5.12 Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks referred to in 5.1).

4.6 Interviews

4.6.1 Interviews will be required for all shortlisted applicants and will always be conducted face to face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face to face interview.

4.6.2 Candidates will always be required to;

- Explain any gaps in employment
- Explain any anomalies or discrepancies in the information available to the selection panel
- Declare any information that is likely to appear on a DBS disclosure
- Demonstrate their capacity to safeguard and protect the welfare of children and young people
- Bring with them evidence of their identity (photographic), address and qualifications. Original documents only will be accepted and photocopies will be taken. Unsuccessful applicants documents will be destroyed.

5.0 Making the Offer of Appointment

5.1 An offer of appointment to a successful candidate, including one who has lived or worked abroad, is conditional upon satisfactory completion of the following pre-employment checks.

The Appointing Officer will;

- verify a candidate's identity, following the DBS identity checking guidelines <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications>
- obtain a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity;
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;
- verify the candidate's mental and physical fitness to carry out their work responsibilities - PEAQ or Assessment of Fitness to Work

- Conduct other checks related to the requirements of the role e.g. driving licence or valid insurance
- verify the person's right to work in the UK
- if a person has lived, or worked outside the UK make any further appropriate checks
- verify professional qualifications, by requesting certificates of evidence as appropriate
- For staff who work in childcare provision or who are directly concerned with the management of such provision we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009 by requiring signature on declaration form (Appendix 1)

5.2 DBS Certificate

A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, we may undertake an online update check through the DBS Update Service.

Before using the Update Service we will:

- a. obtain consent from the applicant to do so;
- b. confirm the certificate matches the individual's identity; and
- c. examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.

5.3 Agency and Third Party Staff

We will obtain written notification from any agency, or third party organisation, we use that the organisation has carried out the checks on an individual who will be working at the School/Academy that we would otherwise perform.

This will include, as necessary, a barred list check, prior to appointing that individual. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

6.0 Induction

All new employees will be given an induction programme which will include systems within the School/Academy which support safeguarding.

This includes:

- the child protection policy;
- the staff behaviour policy (sometimes called a code of conduct)
- the designated safeguarding lead.

All staff members will also receive appropriate child protection training which is regularly updated.

All staff will be required as part of their induction to read at least part one of the Keeping Children Safe in Education statutory guidance.

7.0 Single Central Record

A single centralised record is kept in accordance with the DfES requirements. This is kept up to date by Bursar/Office and is retained by the School/Academy. It contains the following details;

- all staff (including supply staff, and teacher trainees on salaried routes) who work at the school
- all LAB members.

The information recorded on these individuals is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

- an identity check;
- a barred list check;
- an enhanced DBS check;
- a prohibition from teaching check;
- further checks on people living or working outside the UK;
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom
- Disqualification by Association declaration form where relevant

Where checks are carried out on volunteers, this will also be recorded on the single central record.

For supply staff, we will also include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that confirmation was received.

A designated Governor will be responsible for auditing the Single Central Record and reporting his/her findings to the full LAB annually.

8.0 Record Retention

Copies of DBS certificates will not be retained as this is not a requirement of the duty to maintain the Single Central Record.

A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file.

Interview notes on unsuccessful applicants will be retained for a period of 6 months after which they will be destroyed.