

SAFER RECRUITMENT POLICY

INTRODUCTION

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - May 2016 (KCSIE), the Prevent Duty Guidance for England and Wales 2016 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and withdraw from the process.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Principal to:

- ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements
- ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
- monitor contractors' and agencies' compliance with this document.
- promote welfare of children and young people at every stage of the procedure.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement.

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

Application Forms

Annan School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role.

CVs will not be accepted.

The application form includes the following:

- A section for self-declaration of convictions or relevant information, consent for DBS check, and a statement to say failure to disclose will result in termination of the post
- A section for personal details, qualifications, experience and employment history
- A request for contact details of two referees.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is short-listed, these gaps will be discussed at interview. Applicants are made 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.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

It is unlawful for the School to employ anyone who is barred from working with children.

Job Descriptions and Person Specifications

All roles have a job description and person specification.

The job description will contain the following:

- A definition of the role, together with key duties and responsibilities
- A description of the range of skills, attributes and qualifications required

The person specification will detail the skills, experience, abilities and expertise that are required to do the job.

References

References for shortlisted applicants will be sent for immediately after shortlisting. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the school. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Any discrepancies or anomalies will be followed up.

The school does not accept open references, testimonials or references from relatives.

Interviews

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has not been disclosed on the application form.

One member of any interviewing panel will have undertaken Safer Recruitment Training. All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original document will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

Applicants may be observed during activity with children, where this is appropriate to the post.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- Satisfactory DBS clearance (Enhanced DBS check with Children's Barred List) • Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of teacher qualified status, successful completion of induction year and confirmation that the teacher is not subject to a prohibition order (all available via the DfE Employer Access online check service) as required by law for teachers

A personal file checklist will be used to track and audit paperwork. The checklist will be retained on personal files.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to children. Therefore, any convictions and cautions that would normally be considered 'SPENT' **must be** declared when applying for any position at Annan School.

DBS (Disclosure and Barring Service) Certificate

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

If a person holds a DBS certificate and is transferring from another regulated employment with a break of no more than 3 months only a Barred List check will be made.

It is the Schools policy that the DBS disclosure **must be** obtained before the commencement of employment of **any** new employee. Should this not be obtained the member of staff would need to be supervised at all times.

Portability of DBS Certificates Checks

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service if their check was issued after 17 June 2013 for a fee per annum, which is payable by the applicant.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview at the School will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Medical Fitness

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

Overseas checks

Applicants must show proof of their right to work in the UK in accordance with the UK Visas and Immigration (UKVI).

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

Induction Programme

All new employees will be given an induction programme which will clearly identify the School policies and procedures, including the Child Protection Policy, the Code of Conduct and Part One of KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Single Centralised Register of Members of Staff

In addition to the various staff records kept in School and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This is kept up-to-date and retained by the Human Resources Office in Kingsland House. The Single Centralised Register will contain details of the following:-

- All employees who are employed to work at the School;
- All others who have been chosen by the School to work in regular contact with children. This will cover volunteers, peripatetic staff.

Record Retention / Data Protection

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All information retained on employees is kept centrally in the Principal's Office. The same policy applies to any suitability information obtained about volunteers involved with School activities.

Annan School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie: shredded).

Contractors and agency staff

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Volunteers

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with children at or on behalf of the School (the definition of regulated activity set out above will be applied to all volunteers unless they are supervised at all times).

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with children.

Supervision and Induction

Supervision can only be undertaken by someone who has themselves been fully checked for working in regulated activity.

On commencement of their employment new members of staff will be trained in safeguarding equal opportunities and diversity and be required to read and understand the relevant policies. During their 3 month probationary period they will also be supervised by their line manager whose job it is to ensure their work with children is completely appropriate and raises no safeguarding concerns.

Code of Conduct

New members of staff will be given a staff handbook which contains school policies on safeguarding, equal opportunities, whistle blowing as well as a staff code of conduct which they should read and sign.