



# Hollinsclough C of E Academy

## Safer Recruitment Policy: 2019

### Mission Statement

*To encourage high levels of achievement through the enthusiasm and joy of learning, coupled with a creative curriculum and a holistic approach to education that reflects Christian values and supports our community.  
We guarantee accessibility and availability to all.'*

### **Developing potential**

#### **Preamble**

We are committed to safeguarding and promoting the welfare of children and young people, and to building good safeguarding practice into our procedures, most particularly our recruitment arrangements.

**Child Protection** – *A broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm*

**Child Safeguarding** – *'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in the circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'*

#### **Aims**

This policy aims to make safeguarding a central part of the planning of our recruitment exercises. All those involved in the recruitment process should think about and include issues related to child protection and safeguarding at every stage of the process. This begins at the advertising stage and when information is sent to applicants, which identifies the responsibility for safeguarding and promoting the welfare of children and suitability to work with children as key features. Thereafter suitability to work with children figures prominently in consideration of information from applicants and referees as well as during an interview.

#### **Objectives**

The objectives of this policy are:

- to make safeguarding a priority in the establishment's recruitment procedures and practices
- to identify unsuitable applicants for work at the establishment and to deter those who would wish to cause harm to children
- to facilitate a consistent and thorough process of obtaining, analysing and evaluating information from and about applicants
- to make it clear that we do not rely solely on criminal record and checks against the barred lists to screen out unsuitable applicants.

#### **Responsibilities**

Our governing body has the overall responsibility for the appointment of staff. It delegates responsibilities to the Principal, who is responsible for the operational management of our school. The Bursar is designated as the Safer Recruitment lead.

#### **Procedures and practice**

##### **Introduction**

In this procedure, the following steps are included because they are key requirements for safe recruitment:

- Job descriptions include the responsibility for safeguarding and promoting the welfare of children.
- Person specifications include specific reference to suitability to work with children.
- Our school obtains and fully examines all information from applicants, and any discrepancies or anomalies have to be resolved.
- We require independent references that answer specific questions to assess suitability to work with children and any concerns are followed up.
- During the interview, we explore the candidate's suitability to work with children as well as suitability for the post.
- We require verification of the successful candidate's identity.
- We require that the successful applicant has to verify academic/vocational qualifications claimed.
- Health and physical capacity for the job must be verified.
- We comply with National College for Teaching and Leadership (NCTL ) and enhanced DBS disclosure requirements.

## **Recruitment documents**

Our default safeguarding policy statement is:

*"We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."*

This key statement of intent should be included in:

- publicity materials
- recruitment websites
- advertisements
- candidate information packs
- person specifications
- job descriptions
- competency frameworks
- induction training.

## **Job description and person specification**

The first task is to establish what qualities, qualifications and experience are required and to set these out clearly in the job description, the person specification and the advertisement. These are very important documents and need to be carefully prepared.

The job description states the main duties and responsibilities of the post and the individual's safeguarding responsibilities.

A person specification sets out the skills, experience and qualities needed to carry out the job. It helps those responsible for selecting staff to measure each candidate against the job requirements, and it should be referred to throughout the selection process, starting with the wording of the advertisement.

Applicants should be chosen for an interview from the information given by them matched against the job description and the criteria in the person specification.

All other material, e.g. the application form and all the other information sent out to applicants must be up-to-date, and clearly set out the extent of the relationships and contact with children and the degree of responsibility for children that the person will have in the position the establishment is looking to be filled.

## **Scrutinising and shortlisting**

Our application form provides a common set of core data from all applicants. A curriculum vitae presented by an applicant only contains the information the applicant wishes to share and may omit relevant details. Our school does not accept these applications.

Those responsible for shortlisting applicants should be provided with a copy of the information given to applicants, a copy of each applicant's application form, the person specification, the job description and the selection criteria taken from the person specification.

All applications should be read carefully to ensure that they are fully and properly completed, that the information provided is consistent with no discrepancies. Any gaps in employment or other anomalies should be noted down so that they can be considered when deciding whether to short-list the applicant. Also take note of 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. Incomplete applications should not be accepted. Return them for completion.

Individuals who apply to work in our school are required to declare in their application any convictions, cautions or reprimands, warnings or bind-overs which they have incurred, including any that would be regarded as 'spent' under the Rehabilitation of Offenders Act 1974 in other circumstances.

All candidates are assessed equally against the criteria contained in the person specification without exception or variation.

## **References**

References should be sought on all short-listed candidates, including internal ones, and should be obtained before the interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at the interview. Candidates will not be interviewed until a satisfactory reference is received. If written references are not available in time for the interview, the panel will have to decide whether it is necessary to postpone a final decision and meet again once the reference has been received.

## Applying for a reference

The referee should be sent a copy of the job description and person specification for the post. Ask the referee:

- about his/her relationship with the candidate, how long has the referee known the candidate, and in what capacity
- whether he/she is satisfied that the person has the ability and is suitable to undertake the job. Ask for specific comments about the applicant's suitability for the post, and how they have demonstrated they meet the person specification
- whether he/she is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the referee's concerns and the reasons why the referee believes the person might be unsuitable.

References from a candidate's current or previous employer in work with children should also include:

- confirmation of the applicant's current post, salary, and sick record
- specific verifiable comments about the applicant's performance history and conduct
- details of any current disciplinary sanction
- details of any disciplinary procedures and outcomes the applicant has been subject to involving issues related to the safety and welfare of children or young people even if the disciplinary sanction has expired
- details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns.

## Checking references

References are to be read carefully. Compare the information with the application form. Any discrepancy in the information should be taken up with the applicant.

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. A history of repeated concerns or allegations over time would give cause for concern and should be included. More serious or recent concerns or issues that were not resolved satisfactorily are more likely to cause us concern.

## Recruitment checks

The following checks must be carried out in all cases:

- identity checks
- qualification checks
- checks of the right to work in the UK
- DSB checks: see below.

Further overseas records checks should be made where appropriate. Checks against the DBS barred lists, and DBS checks must be completed on overseas staff. Also, if applicable criminal records information should be sought from countries where individuals have worked or lived.

Where the establishment takes supply staff from an agency, it is the agency's responsibility to confirm that all the checks required have been satisfactorily completed.

## Disclosure and Barring Service checks (DBS)

If a person is considered unsuitable to work with children, they are being placed on the DBS barred list.

There are two DBS barred lists, one for individuals barred from working with children and the other, vulnerable adults.

It is important to note four things about DBS checks.

1. The DBS no longer sends the certificate to the registered body. It is sent to the applicant only, and the employer must ask to see the certificate.
2. A DBS check is required for newly appointed staff. This includes anyone who within the three months before his or her appointment has not worked in an establishment, in a post that brought him or her into regular contact with children. A new DBS check is not required when someone moves within the Multi-Academy Trust.
3. Information disclosed in DBS checks must be treated as confidential. It is an offence for information in a disclosure to be passed to anyone who does not need it in the course of his or her duties.
4. A criminal conviction does not automatically prevent an individual from working in schools. Relevant factors include the seriousness of the offence, how recent it was and whether it was a one-off offence or part of a history of offending, whether the individual's circumstances have changed since the offence and whether they were open and transparent about their past and declared the conviction.

## **The interview**

There should always be a face-to-face interview, even if there is only one candidate. It is a requirement of safer recruitment to assess each candidate against the job requirements and explore directly their suitability to work with children.

Ensure that any person who interviews an applicant for a post at the establishment has completed safer recruitment training. If there is an interview panel, at least one panel member must have completed the training.

## **Preparing for interview**

Tell all the candidates to bring with them documentary evidence of their identity and educational and professional qualifications. If the successful candidate cannot produce original documents or certified copies, we must have written confirmation of his or her relevant qualifications from the awarding body.

Agree on a set of questions to ask all candidates which relate to the requirements of the post. The questions should be divided amongst the panel members to ensure all areas are covered, including safeguarding issues and issues to explore with each candidate based on the information provided in their application and references.

## **Safeguarding issues**

The following safeguarding issues should be explored with each candidate:

- attitude toward children and motivation to work with children
- ability to form and maintain appropriate relationships and personal boundaries with children and attitudes to use of authority and maintaining discipline
- emotional resilience in working with challenging behaviours
- ability to support the establishment's agenda for safeguarding and promoting the welfare of children.

## **Concerns**

Concerns to explore with a candidate at interview might include:

- gaps in employment history
- concerns or discrepancies arising from the information provided by them and/or a referee.

## **Offer of employment**

If an appointment is confirmed at the interview, the successful candidate should be told that the offer is conditional. An offer of appointment to the successful candidate should be conditional upon:

- at least two satisfactory references (if not already received and the final decision has not been postponed)
- verification of the candidate's identity and qualifications (if not verified at the interview)
- a check of the DBS barred lists
- a check that the candidate is not subject to a prohibition order by the National College for Teaching and Leadership
- a satisfactory enhanced CRB disclosure is required
- verification of medical fitness
- confirmation of QTS status, completion of the statutory induction period and National Professional Qualification for Headship (NPQH) as applicable.

## **Recruitment records**

The establishment's policy is to keep records of the selection of applicants for six months after the completion of the process.

The establishment is required to keep and maintain a single central record of recruitment and vetting checks. This record includes all staff, including supply teachers, and it shows that the establishment has completed the mandatory checks, the date the checks were made and by whom.

A copy of the documents used to verify the successful candidate's identity and required qualifications must be kept in the personnel file. The establishment is not required to retain copies of such identity confirmation documents from other candidates.

## **Equality Duty**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

## **British Values**

Children who attend our school experience an enabling environment in which they will develop self-knowledge, self-esteem and self-confidence. Coupled with this, they will develop the ability to distinguish right from wrong and to respect the civil and criminal law of England.

Within this enabling environment, your child or children will develop the ability over time to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely.

While with our school parents can expect their children to acquire a broad general knowledge of and respect for public institutions and services in England, and to develop a personal character that is tolerant and can foster harmony between different cultural traditions, along with respect for their own and other cultures.

We firmly believe and encourage our pupils to show respect for other people; and for democracy and the support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

To be part of our school, it is unacceptable on the part of any stakeholder to promote discrimination against people or groups based on their belief, opinion or background.

## **Implementation of this procedure/policy**

Our school will manage the implementation of this procedure/policy with the support and guidance of the Local Authority.

## **General**

This procedure/policy and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision/requirement to ensure full access to all.

**Signed...**

**Designation:** Chair of Governors

**Date...** March 2019

**Signed...**

**Designation:** Principal

**Date...** March 2019

Original 2013 reviewed, 2015, 2017 and this review 2019. Next review Autumn term 2022