

**JOHN SPENDLUFFE
TECHNOLOGY COLLEGE**



**SAFER RECRUITMENT
POLICY**

JOHN SPENDLUFFE TECHNOLOGY COLLEGE

SAFER RECRUITMENT POLICY

Recruitment, Selection and Disclosure Policy & Procedure

This Policy applies to the appointment of all employees appointed by John Spendluffe Technology College (herein known as “the School”). This policy does not exist in isolation but is supported by other school policies such as those on equality. All school employees are expected to adhere to the Policy which will be subject to checks.

Safeguarding Statement

“John Spendluffe Technology College is committed to safeguarding and promoting the welfare of students and young people in their care. We expect all our Staff, Governors, Contractors and Volunteers to share this commitment. All post holders are subject to a satisfactory enhanced DBS (Disclosure and Barring Service) Disclosure.”

This statement will be quoted widely and referred to as frequently as possible in the appointment process.

1. INTRODUCTION

- 1.1. The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
- 1.2. Attract the best possible candidates to vacancies.
- 1.3. Deter prospective candidates who are unsuitable for work with children or young people.
- 1.4. Identify and reject candidates who are unsuitable for work with children and young people.
- 1.5. Observe employment law and is fair.
- 1.6. Be consistent with the School’s commitment to equality.

2. STATUTORY REQUIREMENTS

- 2.1. There are some statutory requirements for the appointment of staff in Schools – notably Headteachers and Deputy Headteachers. These requirements change from time-to-time and must be met.
- 2.2. In line with Keeping Children Safe in Education Statutory Guidance for Schools & Colleges (September 2016 edition) the Governing Body and Headteacher will use their best endeavours to prevent people who pose a risk of harm from working with children, taking proportionate decisions on whether to ask for any checks beyond what is required; and ensuring volunteers are appropriately supervised.

3. SCOPE OF THIS POLICY

- 3.1. This Policy applies to all members of Staff
- 3.2. The same pre-employment checks that apply to Staff will apply to Volunteers in regulated activity (with some exceptions).

- 3.3. Where volunteers are not in regulated activity, as they are supervised at all times by a member of the staff, the School will undertake a Risk Assessment and make appropriate checks which may include an Enhanced DBS check (excluding barred list) The Risk assessment will be countersigned by the Headteacher/Deputy Headteacher or appropriate person.
- 3.4. In the case of Agency and Contract workers, the School shall obtain written confirmation from the Agency or Company that it has carried out the appropriate checks. The School will undertake identify checks on the Agency staff and Contractors on arrival in School including checking the original DBS clearance. This information will be recorded to the Schools Single Central Record.
- 3.5. The School will check all TUPE transfer into the School's staff to ensure all staff are compliant with the School's Safer Recruitment policy and procedures and relevant additional checks may be undertaken.
- 3.6. The School will check the suitability of all visiting speakers with regard to its Prevent duty. These records will be monitored by the School's Designated Safeguarding Lead (as Shown in Appendix 1).

4. IDENTIFICATION OF RECRUITERS

- 4.1. At least one person involved on any appointment within School must hold an current accredited training certificate in Safer Recruitment, such training should be updated every five years face to face and every two years via online route.
- 4.2. The members of staff who hold this qualification within the School are shown in Appendix 1.

5. INVITING APPLICATIONS

- 5.1. When a post is identified within School, an appropriate timeline will be drawn up that allows for all processes to be conducted safely. (as shown in Appendix 2.)
- 5.2. Draft Advertisements for posts will be prepared in conjunction with HR support, where necessary. Consideration should be given to the post in question, skills and experience required.
- 5.3. The method of advertising the position will depend on the role in question and may involve advertisements being placed in newspapers, Linclose, local businesses, TES, social media or online.
- 5.4. All adverts will include the School's Safeguarding Statement.
- 5.5. As part of the recruitment pack, all prospective candidates will be provided with the following information:

Job Description This will clearly state:

- 5.5.1. The main duties
- 5.5.2. Area of Responsibilities of the job
- 5.5.3. Key tasks
- 5.5.4. Line Management
- 5.5.5. The individual's responsibility for promoting and safeguarding the welfare of students they come in to contact with.

Person Specification which includes:

- 5.5.6. Minimum qualifications, skills and experience required
- 5.5.7. Desirable skills and experience
- 5.5.8. Equal opportunities
- 5.5.9. Competences and qualities the candidate should demonstrate e.g. resilience to challenging behaviour.

5.6. The School's Child Protection Policy *

5.7. The School's Recruitment Policy (this document) *

(N.B. The information marked * might be supplied electronically or via reference to the School's website for environmental reasons)

5.8. The selection procedure for the post

- 5.8.1. Explain how these requirements will be tested and assessed

5.9. Application Form

- 5.9.1. The School will only accept applications from candidates completing the relevant application form. CV's will not be acceptable in substitution for completed Application Forms.
- 5.9.2. This must be completed in all cases and signed by the candidates.
- 5.9.3. Any gaps in employment history must be explained and explored satisfactorily further at interview.
- 5.9.4. All candidates must disclose any prior personal relationship with any member of staff or Governor in the School.

5.10. Self Disclosure Form

- 5.10.1. The School will make the candidate aware that all posts in the School involve some degree of responsibility for safeguarding students.
- 5.10.2. The extent of safeguarding will vary according to the individual post concerned.
- 5.10.3. As all positions will involve the opportunity of being alone with students it is important that the candidate provides the school with legally accurate answers to safeguarding concerns and any disclosures.
- 5.10.4. The opportunity should be given to the candidate to self disclose upfront any criminal records cautions and/or convictions for consideration by the Panel.
- 5.10.5. Information should be submitted in confidence enclosing details in a sealed envelope which may be seen by appropriate senior staff and/or HR.

6. LONG AND SHORT LISTING

- 6.1 Where a large number of fully completed applications are received (10 plus) a long list will occur soon after the application closure date against the person specification for the post.
- 6.2 Once a long list has been finalised, a short list can be prepared for the role using the selection pro-forma prepared.

7. REFERENCES

- 7.1. To comply with the School's requirements for Safer Recruitment under Keeping Children Safe in Education, references will be taken up before interview stage.
- 7.2. Results of reference will be made available for the interview selection panel to consider.
- 7.3. During the interview, the selection panel will check and question any discrepancies during the selection stage.
- 7.4. The purpose of references is to obtain objective and factual information to support appointment decisions.
- 7.5. References will be sought directly from the referee. The first reference should always be from the current employer.
- 7.6. References or testimonials provided by the candidate will never be accepted and further references must be immediately sought.
- 7.7. If the candidate is not currently working with children but has done in the past, a reference must be requested from the last known employer where the candidate has worked with children.
- 7.8. Where neither the current or previous employment has involved working with children the School will ask for the current employer the candidates suitability to work with children.
- 7.9. Internal candidates should provide references in the same manner.
- 7.10. All School references must always be signed by the Headteacher (or Deputy in their absence) or the most appropriate member of staff in the Company.
- 7.11. More than one reference should not be accepted from the same employer.
- 7.12. Where a current employer has not been given as a referee the School will seek permission from the candidate to approach the current employer.
- 7.13. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 7.14. Where, previous employers have not been named as referees, permission should be obtained from the candidate to contact them in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 7.15. References should always be in the Schools' agreed reference format. To ensure adequate replies are received regarding all safeguarding questions.
- 7.16. Referees will always be asked specific questions about:
 - 7.16.1. Referees relationship with the candidate – working? How long? In what capacity?
 - 7.16.2. The candidates suitability for working with children and young people;

- 7.16.3. Details of any allegations or concerns that have been raised about the applicant regarding any safety/welfare of students or behaviour towards students and the outcome of those concerns – conclusions reached and how the matter was resolved
- 7.16.4. Any disciplinary warnings
- 7.16.5. Disciplinary including time-expired warnings, that relate to the Safeguarding of children;
- 7.16.6. The candidates suitability for this post
- 7.16.7. A copy of the job description and person specification should be circulated with the reference request.
- 7.17. School employees are entitled to see and receive, if requested, copies of their employment references given by the School (they are not entitled to see references given in support of their application as we are not the data controller).
- 7.18. All Appointments can be only confirmed when all references have been correctly scrutinised.
- 7.19. The referee should be reminded that they have a responsibility to give accurate information and not give misstatements or omissions and that they may discuss factual content with the candidate beforehand.
- 7.20. On receipt all references should be checked to ensure that all questions have been answered. If not, the School should phone the referee and ask for clarification, this should be confirmed in writing.

8. THE INTERVIEW AND SELECTION PROCESS

- 8.1. The interview panel where possible should comprise at least three people.
- 8.2. The panel should meet beforehand to discuss the interview and the issues to be explored with the candidate (Panels can agree questions but it must not be a list that cannot be deviated from – supplementary are required to pursue answers/thoughts ideas).
- 8.3. Interview questions will be agreed in advance of the interview to ensure that all candidates are given an equal opportunity to answer the same questions.
- 8.4. All candidates will be given the opportunity to explain and clarify any discrepancies including any gaps in education or employment history on the application form during the interview process.
- 8.5. The panel should meet beforehand to discuss the interview and the issues to be explored with the candidate.
- 8.6. The interviewers involved must declare in advance of the interview any prior personal relationship or knowledge of the candidate(s).
- 8.7. The Chair of Governors should Chair the appointment panel for the appointment of any Headteacher or School Business Manager.
- 8.8. The letter of invitation to attend the interview will provide basic details and programme of the day, or more than one day for senior members of

- staff. Including details of how the formal interview will be conducted and the areas it will explore- including suitability to work with children.
- 8.9. Teaching members of staff may also be involved in lesson observations and/ or teach a lesson/deliver a year group assembly or equivalent.
 - 8.10. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
 - 8.11. All candidates will be expected to demonstrate their ability to safeguard and protect the welfare of students and young people.
 - 8.12. All final Interviews will be face-to-face. (unless in exceptional circumstances which will have been agreed in advance in writing by the Headteacher)
 - 8.13. Candidates will always be required to bring with them to the interview the following:
 - 8.13.1. Provide proof of identity, including photo identification.
 - 8.13.2. Bring sufficient documentary evidence to allow the successful candidate to confirm their qualifications.
 - 8.14. Candidates with a disability who are invited to interview should inform the School or any necessary reasonable adjustments or arrangements to assist them with the interview process.
 - 8.15. Scope of the interview:
 - 8.15.1. Assess and evaluate the candidates suitability for the post.
 - 8.15.2. The panel will explore the candidates attitude towards students and young people and their ability to support the School's requirements for safeguarding and promoting the welfare of students and young people.

9. PRE-EMPLOYMENT CHECKS

- 9.1. Any offer of employment made to a successful candidate including one who has lived or worked abroad must be conditional on satisfactory completion of the necessary pre-employment checks. Including:
 - 9.1.1. Two Satisfactory references.
 - 9.1.2. Not subject to any prohibition Order made by the Secretary of State under Section 141B of the Education Act 2002. Those made by the General Teaching Council for England (GTC) prior to April 2012 have the same effect preventing the candidate from carrying out teaching
 - 9.1.3. Check to ensure the candidate is not barred from working with children under Section 9 Safeguarding Vulnerable Groups Act 2006.
 - 9.1.4. A Section 128 will be undertaken as required by The Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014 preventing any person taking part in the management of the School.

- 9.1.5. If the candidate has ever lived or worked outside of the UK further checks which are deemed appropriate may be made including checks for those EEA teacher sanctions and restrictions.
- 9.1.6. Evidence of Right to Work in the UK including original documents to proof of identity and photographic identification eg passport, driving licence, utility bill or financial statement within three months showing the candidates correct name and address.
- 9.1.7. Completion of DBS application and receipt of satisfactory clearance or if the candidate is a member of the Update Service provide written consent to the School for a status check to be carried out to confirm that no new information has been added to the candidates certificate since issue.
- 9.1.8. The candidate will provide original certificates of all qualifications disclosed on the application form and verification may be sought from professional bodies eg Teacher status/QTS via National College.
- 9.1.9. Completion of confidential pre-employment health questionnaire will be provided by the candidate and medical clearance of “fit to work” will be checked with a suitably qualified occupational health provider.
- 9.1.10. All appointments are subject to the satisfactory completion of an appropriate probationary period and will remain conditional until such time as all satisfactory pre-employment checks have been obtained.
- 9.1.11. If one week prior to the commencement of the employment a candidate’s DBS has not been received the School will undertake a Risk Assessment which must be initiated by the Headteacher or in the absence of the Headteacher a Deputy Headteacher.
- 9.1.12. Advice may be required from HR to complete the Risk Assessment.
- 9.1.13. An employee cannot start work until a satisfactory DBS has been received.

10. INDUCTION

- 10.1. All staff members should be aware of the systems within the School which will support Safeguarding and these should be explained to them as part of the staff induction. This should include :
- 10.2. The Child Protection Policy.
- 10.3. The Staff Behaviour/Code of Conduct Policy.
- 10.4. Confirmation of name and role of the Designated Safeguarding Lead within the School.
- 10.5. Safe practice and standard of conduct and behaviour advice for staff.
- 10.6. Disciplinary Policy.
- 10.7. Whistle blowing Policy.
- 10.8. All the above procedures should be undertaken within the induction process and signed confirmation of completion will be retained on the Employee’s HR records.

- 10.9. Regular meetings will be held during the first 3 months of employment between the new employee's and the appropriate manager(s).
- 10.10. Attendance at an appropriate level training in Child Protection/Safeguarding and promoting welfare of children/anti bullying/anti racism/physical handling/intimate care/internet safety will be provided to all staff within the induction of their employment.
- 10.11. On the first day of employment all new employees will meet with the Headteacher who will formally welcome them to the School. On this occasion the Headteacher will also verify that the appointments checklist has been completed. In the Headteacher's absence, this will be done by the Deputy Headteacher or member of the SLT/SBM or appropriate person.
- 10.12. When DBS and other information is placed on our central record - it should be highlighted in yellow until satisfactory clearances has been received. When clearance arrives the colour is removed. Only at this point a person can start employment.
- 10.13. The Single Central record is password protected with access to relevant senior members of staff only.

11. RETENTION AND SECURITY OF RECORDS

- 11.1. The School will comply with its obligations regarding the retention and security of records in accordance with the School Policy and its Data Protection Policy.
- 11.2. All documents associated with the recruitment exercise will be retained for one year.
- 11.3. The documents will be retained for the successful candidate for the period of employment with the School and archived when the employment ends for a period of six years.
- 11.4. All checks will be confirmed and copies of the relevant documents retained on file.
- 11.5. Any discrepancies thrown up by the above checks will be discussed with HR before a final decision on employment is made.
- 11.6. The DFE Children's Safeguarding Operations Unit will be informed of any candidates:
Whose names are found on Barred list /PoCA or whose DBS check shows that they have been disqualified from working with children by a court.
 - 11.6.1. Who has given false information to support his/her application
 - 11.6.2. Who are found to have serious concerns about working with children.
- 11.7. Written notes will be made throughout the application, interview and appointment process (please ensure all notes are professional as they may be required to be disclosed to applicants).

- 11.8. In the case of the successful candidates these notes will be kept in their personal files.
- 11.9. The written notes will be available to the Member of staff undertaking feedback to the unsuccessful candidates(s).
- 11.10. Contractors who work continuously on site ie the cleaning and catering companies are expected to recruit staff safely, with the protection of young people as their top priority. The school will ensure that safe recruitment is regularly discussed and that it receives proof that contractors are DBS checking all new employees.
- 11.11. It is the School policy that all Governors are required to undertake an enhanced DBS check.
- 11.12. All volunteers are required to undertake an appointment DBS check before commencing services.
- 11.13. All agency staff and students in training must bring evidence of DBS clearances prior to commencing work in the School. These should be within three months of the date of issue of the certificate by DBS. (This is not statutory but in line with County Policy.)
- 11.14. Alternatively they can provide their written consent for an Update Service check to be undertaken.

12. ROLES AND RESPONSIBILITIES

- 12.1. There will be a lead member of staff in any interview process who will ensure that the timeline for appointments is followed and that all the necessary administration and checking is done to support the process
- 12.2. The Headteacher has the responsibility for ensuring the integrity of the system overall; for providing checks and balances and ensuring concerns in relation to the policy are addressed immediately.
- 12.3. All staff involved in recruitment have the responsibility to be aware of its contents and act in accordance with it.
- 12.4. Governors take their role in relation to this Policy very seriously.

**JOHN SPENDLUFFE TECHNOLOGY COLLEGE
PROCESSES AND CHECKLIST**

APPENDIX 1

LIST OF STAFF WHO HAVE UNDERTAKEN SAFER RECRUITMENT TRAINING

NAME	JOB TITLE IN SCHOOL	TYPE OF TRAINING
Steve Beverley	Headteacher	Online
Joyce Shorrock	Acting Headteacher	Online
Jon Treasure	SBM	Face to face
Teri Chatterton	Manager of Admin	Face to face
Rachael Norton	A Headteacher	Online
Pippa Forman	A Headteacher	Online
Anna Appleyard	A Headteacher	Online
Robert Thornalley	A Headteacher	Online
Shirley Gibney	Safeguarding Governor	Online

SCHOOL DESIGNATED SAFEGUARDING LEAD

NAME	JOB TITLE IN SCHOOL
Robert Thornalley	Designated Safeguarding Lead
Joyce Shorrock	Deputy Designated Safeguarding Lead
Lizzie Arrowsmith	Deputy Designated Safeguarding Lead
Shirley Gibney	Safeguarding Governor

APPENDIX 2

TIMELINE FOR RECRUITMENT

EVENT	ACTION REQUIRED	AGREED DATES	WHO IS RESPONSIBLE
First meeting planning	Agree timetable and advert Agree Job Description Agree Person Specification Agree pack to be sent to candidates Agree Self Disclosure declaration Prepare Shortlisting pro forma Agree		
Advert	Draft Advert Send to Agency /internal bulletin/ staff intranet/staff notice board relevant organisations		
Advert appears in external publications	Paper publication eg TES Online advert eg Indeed Internal bulletin Staff notice board		
Prepare sufficient packs to be sent out	Including : Application form Job Description Person Specification Self Disclosure		
Closing date			
Copies of applications and shortlisting pro-forma to panel members	To panel members		
Shortlisting and further planning meeting	Short list candidates Finalise selection days' timetable Finalise venue/refreshments arrangements Finalise interview questions/marking arrangements etc		
Draft and issue Letters to candidates shortlisted	Advising of interview including necessary forms for the candidates to bring to the interview ie authorisation to		

	work in the uk disclosure checklist		
References requested	Request Reference 1 - Current Employer Request Reference 2 (different to the above)	To be received prior to interview	
Selection dates			
Verbal Conversation	Call to successful applicant		
Letter to candidates confirming decision	Advise all candidates of outcome		
Completes Safer Recruitment Pre-employment checklist and forwards to the HR Team	Application form Letter of appointment Reference 1 and 2		
DATE APPOINTMENT COMMENCES			

SCHOOL CHECKLIST 1

Pre-interview		Initials	Date
PLANNING	Timetable decided: job specification and description and other documents to be provided to candidate, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references.		
VACANCY ADVERTISED	Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked.		
APPLICATIONS (on receipt)	Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if the candidate is to be considered for shortlisting; checked that applicant(s) are all EEA nationals where forms received direct.		
SHORTLIST PREPARED			
REFERENCES (request)	Sought directly from referee on short-listed candidates: ask recommended specific questions and include statement about liability for accuracy.		
REFERENCES (on receipt)	Checked against information; scrutinised; any discrepancy/issue of concern noted to take up with candidate (at interview if possible).		
INVITATION TO INTERVIEW	Includes all relevant information and instructions including necessary forms for candidates to complete and return at the interview.		
INTERVIEW ARRANGEMENTS	At least 3 interviewers, panel members have authority to appoint, have met and agreed issues and questions/assessment criteria/standards.		
INTERVIEW	Explores candidate's suitability to work with children as well as for the post.		
VERIFICATION OF ID AND QUALIFICATIONS	Identity and qualifications of successful candidate verified on the day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file, where appropriate applicant completed application for DBS Disclosure.		

CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS	Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks (and for non-teaching posts a probationary period).		
REFERENCES	(If not obtained and scrutinised previously).		
IDENTITY (IF NOT VERIFIED ON THE DAY OF INTERVIEW)			
RIGHT TO WORK IN THE UK	Receive the 'Authorisation to Work in the UK Disclosure Checklist from each candidate; check and photocopy documentary evidence and ensure signed.		
DBS	Where appropriate satisfactory DBS Disclosure received		
BARRED CHECK			
PRE-EMPLOYMENT MEDICAL CHECKS			
PROHIBITION CHECKS			
VERIFICATION OF QUALIFICATIONS	GTC England (for teaching posts in maintained schools) the teacher is registered with the GTC or exempt from registration.		
	QTS (for teaching posts in maintained schools the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert.Ed) awarded by a Higher Education Insititute (HEI), or the FE Teaching Certificate conferred by an Awarding Body.		
NQT	Statutory Induction (For teachers who obtained QTS after 7 May 1999)		

POLICY DOCUMENTS

The following policy document was presented to the Governing Body of John Spendluffe Technology College and approved and adopted by them on the date stated.

Policy: Safer Recruitment

Date: 25.05.2018