Moss Bury Primary School and Nursery

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Moss Bury Primary School and Nursery Safer Recruitment and Retention Policy

School Vision

“To be a truly outstanding school in every way”

This means;

• providing our children with an outstanding education within an excellent learning environment.

• attracting, recruiting and retaining outstanding staff

• treating each child as an individual to ensure they achieve their full potential

• working to maintain the highest standards with exceptional expectations for both staff and children.

• encouraging each stakeholder in their development of mutual respect, sensitivity and caring for others.

• seeking to develop within each stakeholder a passion for learning, a thirst for knowledge and the willingness and enthusiasm to try something new

• working to foster outstanding relationships between the larger community and our school.
1. Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

• attract the best possible applicants to vacancies;
• deter prospective applicants who are unsuitable for work with children or young people;
• identify and reject applicants who are unsuitable for work with children and young people.
• enable the school to recognise and reward employees appropriately for their contribution to the school; and
• ensure that decisions on pay are managed in a fair and transparent way.

2. Identification of Recruiters

Subject to the availability of training, the school will maintain a position in which at least one recruiter from the school (the headteacher and/or another member of staff) has successfully received accredited training in safe recruitment procedures.

3. Inviting Applicants

3.1 Advertisements for posts, whether in newspapers, journals or on-line, will include the statement:

“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.”

3.2 Prospective applicants will be supplied, as a minimum, with the following:

• job description and person specification;
• the school's child protection policy;
• the school's recruitment policy (this document);
• the selection procedure for the post;
• an application form.

3.3 All prospective applicants must complete, in full, an application form.

4. Short listing and References

4.1 Short-listing of candidates will be against the person specification for the post

4.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

4.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

4.4 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.

4.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies however the applicant will be informed first. A detailed written note will be kept of such exchanges.

4.6 Referees will always be asked specific questions about:

• the candidate’s suitability for working with children and young people;
• any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children or otherwise;
• any formal capability matters or issues that have been raised;
• the candidate's suitability for this post.

4.7 School employees are entitled to see and receive, if requested, copies of their employment references.

5. **Secretary of State Prohibition Orders (teaching roles)**

5.1 In all cases where an applicant is to undertake a teaching role of any kind a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at the shortlisting stage but will in any case be made before any offer of employment is made.

5.2 Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

5.3 Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the National College for Teaching and Leadership (NCTL). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

6. **The Selection Process**

6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

6.2 Interviews will always be face-to-face. 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).

6.3 Candidates will always be required:

• to explain satisfactorily any gaps in employment;
• to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
• to declare any information that is likely to appear on a DBS check;
• to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7. **Employment Checks**

7.1 **All successful applicants are required:**

• to provide proof of identity
• to complete a DBS application using HertsGuard and receive satisfactory clearance
• have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable
• to pass a prohibition from teaching check
• to provide actual certificates of professional qualifications, as deemed appropriate by the school
• to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role
• to provide proof of their right to work in the United Kingdom
• to complete a childcare disqualification declaration
• to provide satisfactory references
7.2 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 Code of Practice Regulations.

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

7.3 Fitness to undertake the role

A confidential pre-employment health questionnaire must be completed to verify the candidate’s mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role and whether any reasonable adjustments are required to enable them to carry out their role.

7.4 Individuals who have lived or worked outside the UK

When appointing a UK citizen who has lived overseas or a non UK citizen, a Certificate of Good Conduct must be obtained (where possible) from the embassy of the country the applicant has specified they have spent a significant period of time in. This must happen where the applicant has lived or worked (including studying) in a foreign country for a period of 6 months within the last 5 years.

There are a number of exemptions to this:

- If the applicant is currently employed by the school and has already provided the certificate, which can be used for future appointments providing that there is no break in service.
- Applicants that have spent time overseas as part of Her Majesty Service i.e. Army, Navy, Airforce.
- Applicants that are seeking asylum will be unable to provide such documentation, as contacting the embassy may jeopardise their safety.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

Costs incurred for obtaining a Certificate of Good Conduct may be met by the school following a request from the individual. This will be at the school’s discretion.

If an applicant is unable to obtain a Certificate of Good Conduct then a Risk Assessment Form must be completed and signed off by the headteacher. All other pre-employment checks must be completed.

7.5 Childcare Disqualification Declaration

Where relevant, all applicants must complete a self-declaration form provided by the school in relation to the Childcare Disqualification Regulations 2009. This is to cover circumstances where the individual has a conviction that may result in them being barred from working with children or someone living at the same residential address is barred from working with children. Where a positive declaration is made a waiver
must be applied for from Ofsted, and be satisfactorily granted, before the applicant may commence work.

This applies to:

• Early Years Provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and

• Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school’s choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

8. Offer of appointment

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, medical checks, prohibition checks, childcare disqualification checks and waivers, copies of qualification and proof of identity.

9. Single Central Record

The school must keep a single central record, referred to in the regulations as the register. The single central record must cover all staff (including supply staff, and teacher trainees on salaried routes) who work at the school. Confirmation that these checks have been carried out along with the date the check was undertaken/obtained must be logged on this record for all employees of the school.

10. Induction

10.1 The school recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide on-going training and support for all staff through a Performance Management process (see separate policy).

10.2 All staff who are new to the school will receive induction training that will include the school’s safeguarding policies and guidance on safe working practices.

10.3 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

11. Retention

Our school recognises the challenge of attracting, recruiting and retaining outstanding staff. Alongside existing programmes such as Herts Rewards we will be innovative in our approach and endeavour to offer our staff opportunities for Continuous Professional Development, promotion and an extensive benefits program designed to reflect the very best opportunities available in other outstanding schools and ‘Blue-Chip’ firms.

The following list of rewards is currently available to all our staff as long as budget permits, other than to headteachers, deputy headteachers and assistant headteachers. Such staff may receive recruitment and retention benefits but only
as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a headteachers, deputy headteachers or assistant headteachers are taken into account when determining the pay range.

Allowance shall be set-aside in each budget for a reasonable level of reward each year based on likely costs agreed at the outset of this policy and reviewed annually. In exceptional circumstances governors reserve the right to delay or cancel a reward or series of rewards if budget pressures are such that these additional rewards are unaffordable.

11.1 Core level rewards available to all;

Attendance and Punctuality Gratuity. This is a flat rate of £200 paid to any individual within our organisation who attends work every day throughout a term (and not including any school holidays) and has a comprehensive record of punctuality. This will be measured through our signing in sheets and rewards announced in staff room and paid directly through Serco. This reward is taxable at the eligible individual’s tax rate. Please see https://www.gov.uk/guidance/employee-incentive-awards for more information.

Loyalty Rewards Scheme. This is a varied rate reward commensurate with an individual’s length of service. Governors have agreed a flat rate voucher of £50 for two years’ service, £75 for 3 years’ service, £100 for five years’ service and £100 a year thereafter. The voucher can be chosen from a list of John Lewis, Marks and Spencer or Argos. This reward is taxable at the eligible individual’s tax rate. Please see https://www.gov.uk/guidance/employee-incentive-awards for more information.

Childcare Voucher Scheme. This is the national scheme to which all individuals are eligible if they meet Government set criteria for this scheme. By electing to take these vouchers you may put eligibility for other government benefits at risk. It is the individual’s responsibility to research this area thoroughly before making this choice. Please see www.gov.uk for further information.

Technology/Bicycle Loan Scheme. These rewards have their own policy that must be read thoroughly and signed off by each employee. The value of the reward is up to £1000 per annum and is for a limited period. This policy has significant tax implications for the individual taking this option. Please see https://www.gov.uk/guidance/employee-incentive-awards for more information.

Moss Bury Primary School and Nursery Employee Assistance Programme. This programme is available to every employee of the school free of charge and includes benefits such as; wellbeing including, relationship counselling, Return to work medical support, Stress Management support, medical support including private hospital use, cancer service covering all family members and unlimited use of a GP helpline. Please review https://www.schooladvice.co.uk/absence-and-maternity-insurance/ for full details of our offer.

Moss Bury Primary School and Nursery Employee Savings Programme. This programme is available to every employee of the school free of charge and includes benefits such as; 8% off of National Trust membership, 7% off of Costa, 10% off of Café Rouge, 10% off of Bella Italia. An extensive list of the full range of
over 100 benefits can be found at http://www.intra.thegrid.org.uk/schoolworkforce/human_resources/benefits

11.2 Core level rewards available to Teaching Staff only;

Progress Gratuity.

This is a flat rate of £200 payable to any individual who has a Performance Management target of pupil progress in relation to a particular group of pupils. If that target is met or exceeded the individual is eligible for the reward to be paid at the end of the year. It is the responsibility of the individual to provide their line manager with evidence they have met or exceeded this target to be eligible, it is paid directly through Serco. This reward is taxable at the eligible individual’s tax rate. Please see https://www.gov.uk/guidance/employee-incentive-awards for more information.

11.3 Leading Level Rewards;

This reward is available if certain conditions are met. Governors have decided that if an individual is;

- At the top of their pay scale whether MPS, UPS or Leadership and
- Performing at an Outstanding level as determined by our Performance Management Process or
- Taking on a significant extra responsibility in line with our School Development Plan

They may be eligible for this reward.

Leading Level Rewards that staff can choose from are set out below.

Moss Bury Primary School and Nursery Lease Car. This reward has its own policy that must be read thoroughly and signed off. The value of the reward is up to £4000 per annum and is for a limited period. This policy has significant tax implications for the individual taking this option. Please see https://www.gov.uk/guidance/employee-incentive-awards for more information.

Moss Bury Primary School and Nursery Crèche Fees. This reward has its own policy that must be read thoroughly and signed off. The value of the reward is up to £4000 per annum and is for a limited period. Please see https://www.gov.uk/guidance/employee-incentive-awards for more information.

Private Medical Cover. This reward has its own policy that must be read thoroughly and signed off. The value of the reward is up to £4000 per annum and is for a limited period. This reward is taxable at the eligible individuals’ tax rate. Please see https://www.gov.uk/guidance/employee-incentive-awards for more information.

Technology Reward. This reward has its own policy that must be read thoroughly and signed off. The value of the reward is up to £2000 per annum and is for a limited period. This reward is taxable at the eligible individual’s tax rate. Please see https://www.gov.uk/guidance/employee-incentive-awards for more information.

Rewards are taken for a limited period (1 to 3 years determined by Performance Management and/or the length of the exceptional project) and
cannot be ‘stacked’. i.e.; an individual can only take one reward in any one year and cannot have two rewards from this level running concurrently regardless of level of performance. Awards must not be taken for more than one year at a time.

If, through our Performance Management process an individual is eligible for a further Leading Level Reward if the conditions set out above are met on a separate basis to the original eligibility for a Leading Level Reward, that individual can chose a further Leading Level Reward from the list above, for a limited period.

11.4 Recruitment and retention awards

A recruitment and retention award may be paid to new and existing employees, the value of which will be dependent on the nature of the post and based on the individual’s skills, experience and qualifications. This will be considered only for shortage subjects as defined by the School on an annual basis, or those for which two advertising campaigns have failed to produce a suitable candidate for appointment. The School will review the level of any such awards annually and will notify candidates of the expected duration of such awards at the outset of the appointment.