

<b>The Marlborough Science Academy</b>	
<b>GP45 – Safer Recruitment Policy</b>	
<b>Responsible Governing Body Committee:</b>	<b>Personnel Committee</b>
<b>Policy type:</b>	<b>Statutory</b>
<b>Date of Origin:</b>	<b>Nov 2009</b>
<b>Adopted by:</b>	
<b>Author:</b>	<b>SLT and Governors</b>
<b>Location:</b>	
<b>Filename:</b>	

<b>Review Due Date</b>	<b>Review Completed</b>	<b>Amendments Y/N</b>
June 2014	Nov 2014	
Oct 2016	Oct 2016	Yes adopted county safer recruitment policy and reflecting KCSIE 2016
Oct 2017	Sept 2017	Review in line with CP policy yearly. Updated with new guidance for SCR standards from HCC June 2017
Sept 2018	Nov 2018	Yes in line with country model

- Equality Policy
- Child Protection Policy
- Reflects statutory guidance “Keeping children safe in education Sept 2016”

## **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

## **2. Identification of recruiters**

Subject to the availability of training, the school will maintain a position in which at least one recruiter 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. Shortlisting and references**

**4.1** shortlisting 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 see 4.4
- 4.4 All references will be verified through email trail from employers formal email address or by telephone. Email evidence will be attached to references and verification will be recorded on SCR as required.
- 4.5 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
- 4.6 where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges
- 4.7 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
  - the candidate's suitability for this post
- 4.8 school employees are entitled to see and receive, if requested, copies of their employment references

## **5. Secretary of State Prohibition Orders (all teaching and management 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 NCTL Teacher Services. 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.
- 5.4 A section 128 direction 39 prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management of an independent school such as: a management position in an independent school, academy or free school as an employee; a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities. A check for a

section 128 direction will be carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.

**5.5** A section 128 barring check will be carried out on all appointments of governors, teaching staff paid on the leadership scale or who have Head of Faculty status, Heads of Department and support staff who are paid on the leadership scale or management scale (M1 upwards).

## **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

**6.4** The lead safer recruitment trained person identified on each interview panel will review all application paperwork for candidates short listed for interview against safer recruitment standards. Any areas of concern for discussion or further clarification during interview will be recorded on the school's "Safer recruitment check list." Details of discussion will be evidenced on interview notes and that required standards have been met or not on the check list. Interview notes and check list will be retained for the successful candidate. See Appendix A.

## **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/police check relating to time spent living outside of the UK, where applicable (see paragraph 7.4)
- to pass a prohibition from teaching check

- to pass a prohibition from management roles (section 128) check where applicable (part of barred list check for those in regulated activity)
- 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 where appropriate

### **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.

### **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 or a police check obtained from 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 six months within the last five 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 or police check, evidence must be presented to show that an attempt to obtain a copy has been made. Keeping Children Safe in Education 2018 states “In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered...These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the TRATEacher Services’ system”. Alternative checks could include references obtained from all employers abroad in the last five years that clarify that there are no disciplinary records in regard of safeguarding and that the previous employer has no concern regarding the potential employee working with children in a safeguarded environment (see paragraph 4.6). If the outcomes of these references are satisfactory then a risk assessment can be considered to progress the employment process and meet statutory guidance.

Any costs incurred for obtaining a Certificate of Good Conduct/police check must be met by the individual and will not be reimbursed.

If an applicant is unable to obtain a Certificate of Good Conduct/police check then a Risk Assessment Form must be completed and signed off. 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 eight) - 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 eight. 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 ongoing training and support for all staff
- 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 including Child Protection, PREVENT, FGM awareness and Online safety. This school uses online training modules through Educare to deliver training and demonstrate understanding of these topics. All new staff will have a face to face CP briefing with a DSL to highlight school procedures and key Safeguarding personnel.
- 10.3** regular meetings will be held during the first three months of employment between the new employee(s) and the appropriate manager(s)

## Appendix A The Marlborough Science Academy Safer Recruitment Checklist

This checklist outlines the responsibility of HR and safer recruitment trained interviewer to check and sign off elements of the safer recruitment process for candidates selected for interview.

Candidate name \_\_\_\_\_ Position \_\_\_\_\_

Date of interview \_\_\_\_\_

This form must be complete for each applicant short-listed for the above post and stapled to the front of each application form.

Shortlisting Panel \* .....  
.....  
.....

Points noted from application form/process that need to be explored under safeguarding questions(s)
1
2
3

Interview Panel\* .....  
.....  
.....

\*Please circle those members who are safer recruitment trained. The panel must have at least one qualified member.

Please attach interview notes to the application form, ensuring you have captured the information clearly in response to the safeguarding questions.

Check list to be signed off by HR prior to selection and interview.

Safer recruitment trained lead for interview to sign off to confirm full review of application and safeguarding aspect of interview.

Head Teacher to sign to confirm she has reviewed references whether involved in interview or not and potentially retrospectively if two references not available for



	HR Initial for candidates selected for interview	Interviewing manager initial following interview	Comments
Application form complete with person spec form			
For agency recruitment full CV provided			
Application form checked for completeness including any gaps in employment history. Explore in interview if there are gaps			
Two refs provided for interview, read and checked. Must inc most recent employer. Matches info on application/cv.			
Safeguarding and British values question asked and answered satisfactorily			
Candidate asked to declare any info that may be on a DBS			
No concerns during interview regarding safeguarding			

Result of interview decision with any follow up required

Appoint yes/no

Salary discussed and confirmed

Start date agreed

**Seen and signed off by Headteacher for appointed person**

Confirmation that Head Teacher has read references

Signature

Date