

Barnwell School

Safer Recruitment Policy



Achieving Excellence Together

Adopted by the Governing Body – July 2011

Reviewed – October 2017

To be reviewed – September 2019

1. Introduction

1.1 Barnwell School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The Safer Recruitment Policy is based on the HCC model policy and has been reviewed in line with the Department of Education 'Keeping Children Safe in Education' guidance (July 2015). The purpose of this policy is to set out the minimum requirements of a recruitment process for substantive staff 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.
- Seek to secure an on-going safe environment for children by ensuring staff are suitably trained in recognising and responding to signs of abuse.

This policy ensures that decisions relating to the suitability of prospective employees are based on checks and evidence including: criminal record / disclosure and barring checks, banned list checks and prohibition checks together with references and interviews information.

2. Identification of Recruiters

2.1 Subject to the availability of training, the school will move towards a position in which at least one recruiter on an interview panel has successfully received accredited training in safer recruitment procedures.

3. Inviting Applications

3.1 Advertisements for posts – whether in newspapers, journals or on-line – will make clear Barnwell School's commitment to safeguarding and promoting the welfare of children by including the statement:

"Barnwell School is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure and Barring Scheme disclosure."

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;
- the selection procedure for the post; and
- an application form.

The job description and person specification should make reference to the responsibility for safeguarding, promoting the welfare of children and the suitability to work with children.

- 3.3 All prospective applicants must complete, in full, an application form, including complete information about previous employment and explanations of any gaps in employment. The application form will be used for the purposes of shortlisting and will be scrutinised to take up and satisfactorily resolve any discrepancies or anomalies.

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. References should include specific questions to help assess the candidate's suitability to work with children.
- 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 e-mail 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. 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;
 - the candidate's suitability for this post.
- 4.7 School employees are entitled to see and receive, if requested, copies of their employment references.
- 4.8 The criteria for selection will be consistently applied to all candidates.

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 The interview panel will agree interview questions in advance of the interview, and ensure that similar questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria of the person specification for the post.
- 6.3 The same areas of questioning will be used for each candidate, and no questions will be asked which may discriminate on the grounds of sex, marital status, sexual orientation, race, religious belief, disability or age.
- 6.4 Before the interview the panel will determine the procedure for evaluating the candidates at the end of the interviews. Notes should be taken by each member of the interview panel, and will be used for the purposes of evaluation and feedback. Interview notes should be retained for a period of six months.
- 6.5 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).
- 6.6 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 CRB/DBS disclosure;
 - 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 an enhanced DBS application 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

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

7.2.1 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.

7.2.2 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

7.3.1 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

7.4.1 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.

7.4.2 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.

7.4.3 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.

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

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

7.5 All employment checks and starting arrangements should be discussed with the HR Manager. Start dates can only be made on a provisional basis until the appropriate employment checks have been satisfactorily completed.

8. Offer of Appointment

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

9. Single Central Record (SCR)

- 9.1 Barnwell school maintains a single central record, referred to in the regulations as the register. The single central record covers 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 is logged on this record for all employees of the school.
- 9.2 The SCR is subject to annual audit by Hertfordshire County Council, as well as regular checks by a nominated Governor of Barnwell School.

10. Induction

- 10.1 Barnwell 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.
- 10.2 All staff who are new to the school will receive induction training that will include the school's safeguarding policies, guidance on safe working practices and Barnwell School's staff Code of Conduct.
- 10.3 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).