

# Safer Recruitment Policy



<b>Safer Recruitment Policy 2017/18- Document Status</b>			
<b>Date of Policy Creation</b>	<b>September 2017</b>		Alan Smith
<b>Date of reviews for 2017/18 to be completed by</b>	<b>March 2018</b>	<b>Executive Headteacher for the Federation</b>	Denise Garner
<b>Inception of new Policy</b>	<b>12 October 2017</b>	<b>Governor responsible for Safeguarding</b>	Carol Melhuish
<b>Date of Policy Adoption by Governing Body</b>		<b>Recorded at interim meeting 11 October 2017</b>	

# Wrockwardine Wood Infant School & Oakengates Nursery Federation

## **Summary**

The policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people. The school is also committed to ensure that recruitment and selection is undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable, securing the position.

## **Recruitment and Selection Policy Statement**

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment.

The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing the very best education for our children. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality education.

## **Purpose**

To ensure the recruitment of both permanent and temporary (including voluntary) staff is conducted in a fair and effective manner, while applying value for money principles to the recruitment & selection process.

To help achieve this, those that are responsible for each stage of the recruitment process will at all times be expected to demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

## **Scope**

The policy applies to all school employees employed at [Wrockwardine Wood Infant School & Oakengates Nursery Federation](#) as well as governors responsible for and involved in recruitment and selection of all school based staff. Where a Headteacher or Deputy Headteacher is being appointed, the Governing Body will consult with Telford & Wrekin Local Authority about the recruitment process.

# Wrockwardine Wood Infant School & Oakengates Nursery Federation

The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher for appointments other than those to the leadership group.

## **Aims**

- To ensure that the safeguarding and welfare of children and young people is first consideration at each stage of the process.
- To ensure a consistent and equitable approach to the appointment of all school based staff.
- To ensure all relevant equalities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, and sexual orientation.

## **Process checklist for School Business Manager and admin staff (see appendix 1)**

### **Equalities**

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation. The School acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

### **Safer Recruitment – Recruitment and Selection Training**

It is a statutory requirement that at least one member of the interview panel has completed this training successfully prior to the start of a recruitment process.

Safer Recruitment is a training package developed for Governors and senior leaders of schools, which aims to improve recruitment processes in schools to help deter, identify and reject applicants who might be unsuitable to work with children. Safer Recruitment Training is frequently delivered by Telford & Wrekin Local Authority by accredited trainers.

### **Safer recruitment and DBS checks**

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

### **Appointing new staff**

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in

## Wrockwardine Wood Infant School & Oakengates Nursery Federation

regulated activity (see definition below). We will not keep a copy of this for longer than 6 months

- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state
- Ask for written information about previous employment history and check that information is not contradictory or incomplete

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments.

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school, for teaching, training, instructing, caring for or supervising children
- Carrying out paid, or unsupervised unpaid, work regularly in a school where that work provides an opportunity for contact with children
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

### **Existing staff**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

## Wrockwardine Wood Infant School & Oakengates Nursery Federation

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult:

- Where the 'harm test' is satisfied in respect of the individual (i.e. that no action or inaction occurred but the present risk that it could was significant)
- Where the individual has received a caution or conviction for a relevant offence
- If there is reason to believe that the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#)
- If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006.

### **Volunteers**

# Wrockwardine Wood Infant School & Oakengates Nursery Federation

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

## **Governors**

All governors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity.

## **Adults who supervise pupils on work experience**

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

## **Monitoring, reviewing and assessing impact**

This policy will be regularly monitored and reviewed by staff and governors on an annual basis at the same time as the Child Protection policy to ensure that it is effective in helping the school recruit and retain excellent, well-motivated staff who share the ethos of safeguarding and promoting the welfare of children and young people.

## Appendix 1

### Process for recruitment

- Dates added to the diary for interview and shortlisting (seek timeline guidance from HR services)
- Safer recruitment Governor and Chairman of the Governing Board are notified of dates for shortlisting and interview
- Complete T&W advert
- Recruitment advertising will contain a safer recruitment statement
- The job description and person specification are essential tools. They will be used throughout the process and will encompass safeguarding and child protection responsibilities
- When applications arrive the school will number each application form and record relevant details on a spread sheet provided by T&W HR services
- Monitoring and Evaluation are essential for assessing the effectiveness of the recruitment and selection process
- The Disability Discrimination Act (DDA) makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.
- A long list will be completed by the SBM or Admin team to ascertain which candidates meet the selected criteria
- Safer recruitment checks on timelines of candidates previous employment will be completed to identify any gaps
- Any gaps in employment will be discussed at interview
- A short list will be made of applicants who meet the criteria agreed by the Governing Board this will be done by the Headteacher and/or Deputy Headteacher, School Business Manager, Governor
- A letter will be sent to the short list candidates who will be called for interview
- Two references must be taken up prior to interview, one of which must be the current, or most recent employer
- When requesting references the referee will be asked about the candidates suitability for working with children
- A panel will carry out selection with at least two members but preferably with three. At least one panel member will have carried out and passed appropriate safer recruitment training on the selection process by attending Local Authority training on Safer Recruitment
- Selection will be based on a minimum of a completed application form, a short listing process and an interview
- Gathering information and carrying out relevant background and vetting checks on a candidate for appointment will be followed
- The candidates suitability to work with children will be explored at interview by asking open ended questions, as well as questions which explore the candidates attitude towards child protection
- Employees will be recruited on the knowledge, experience and skills needed for the job
- A letter to confirm appointment will only be confirmed after all checks have been completed satisfactorily.
- A Personnel file will be set up with an Induction Checklist (See induction policy) T&W will be informed of the contract details