# SAFER RECRUITMENT POLICY

**Safer Recruitment Policy**

The purpose of this policy is to set out the requirements for the recruitment of teaching and support staff to Royton and Crompton School. The aim is 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.

Decisions concerning the need to recruit staff are delegated to the Headteacher by the Governing Body. All decisions will be made with regard to curriculum needs and financial circumstances.

Decisions regarding remuneration for posts will be made in accordance with the school's Pay Policy.

The policy takes into the account the provisions of 'Keeping Children Safe in Education' (DfE July 2015). The school will ensure that the statutory requirements for the appointment of some staff – notably the Headteacher and Deputy Headteacher – will be met. Requirements will change from time to time and this policy will be updated accordingly.

The Governors of the school will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010), these being:

- age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

The governing body will promote equality in all aspects of school life, including in regard to the recruitment of staff.

Subject to the availability of training, the school will ensure that the Headteacher and at least one governor have successfully completed accredited training in safe recruitment procedures. In line with the requirements, one person on any appointment panel will have undertaken safer recruitment training.

Advertisements for posts – whether in newspapers, journals or online – and application booklets issued to prospective candidates will include the following statement:

***'All applicants should note that our school operates a strict Safeguarding Policy, and procedures are rigorously and consistently applied.'***

This will necessarily include the need for all post-holders to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

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

- Job description and person specification
- The school's Safer Recruitment Policy (this document)
- The selection procedure for the post
- An application form.

Applicants will also be made aware of the relevant school policies, including the Child Protection & Safeguarding Policy.

Advertisements for teaching posts will normally be placed on the school website and on a suitable national website.

Advertisements for support staff posts will normally be placed on the school website and on an appropriate local or national website, or if required in a local newspaper and/or recruitment paper.

In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by the relevant Governors' Committee.

For temporary posts, such as those to cover maternity leave, the advertisement will normally be placed on the school website and in some cases through national websites.

Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally.

Advertisements will specify: the main subjects to be taught and/or the nature of any leadership allowance; the start date of the appointment and whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract; the remuneration for the post will be expressed in terms of the applicable pay scales and the closing date for applications will also be stated.

Prospective applicants will respond to the advertisement by requesting or downloading further information and an application form which includes an equal opportunities monitoring form. The application form will be returned to the school by the specified closing date accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a completed application form.

Applications received after the published closing date will not be considered unless there is clear evidence that the late receipt of the application has been caused by a postal delay. Such evidence would generally be an application with franking showing that it was posted first class at least one day before the published closing date. Applicants are advised to submit their applications be e-mail to avoid late arrival.

Where a large number of applications are received, a short-list of the most suitable candidates will be selected. For the post of Headteacher, the Governors will convene a short -listing panel. For other Senior Leadership posts, Governors will form part of the panel along with the Headteacher. For all other posts, senior leaders will form the short -listing panel.

The short listing will be carried out by considering each application against an agreed set of criteria.

This will detail:
Essential and desirable qualifications, qualities and experience for the post holder.

References will be sought for all applicants on the short list. Referees will be asked to complete the school reference request form which asks for confirmation about the suitability to work with children and whether the applicant has been subject to any disciplinary or capability procedures.

In those cases where a small number of applications are received references may be requested for all applicants obviating the need for short listing.

For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received in order to reduce the time from the closing date to making the

appointment. The school reserves the right to close applications early in order to meet the aims of this policy, although the expectation is that in the majority of application processes this will not be the case.

Short-listing will take place against the person specification for the post. Where possible, references will be sought prior to interview so that any discrepancies can be probed during interview.

References will be sought directly from the referee(s).

References or testimonials provided by the candidate will never be accepted.

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.

Where necessary, previous employees who have not been named as 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.

If a teaching candidate is not currently employed as a teacher, checks will be made with their most recent school, college or local authority to confirm details of their employment and the reasons for leaving.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children or young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for the post.

School employees are entitled to see and receive, if requested, copies of their employment references. Each reference produced by a member of staff at Royton and Crompton School, for another colleague, will be forwarded to the Headteacher for consideration prior to issue and will be kept on their individual personnel file.

Selection techniques will be determined by the nature and duties of the vacant post. Teaching staff will be required, in all circumstances, to give a demonstration lesson in front of school staff. Leadership posts will require the candidates to undertake a series of tasks and possibly a series of panel interviews.

In all circumstances, candidates that are successful in the initial phase of selection, will be required to attend an interview. Unsuccessful candidates will not be retained for interview.

Interviews will always be face-to-face. In rare circumstances, e.g. if the prospective candidate is abroad, this may be conducted via a visual electronic link. Telephone interviews may be used at the short-listing stage but are not an alternative to face-to-face contact.

Candidates will always be required to:

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

All successful applicants are required to:

- provide proof of identity (e.g. passport; driving licence photocard)

- complete a DBS disclosure application and receive satisfactory clearance;
- obtain a barred list check if the individual will start work in regulated activity before the DBS certificate is available;
- complete a confidential health questionnaire to verify the candidate's mental and physical fitness to carry out their work responsibilities;
- provide actual certificates of professional qualifications (teaching staff or where required);
- provide proof of address (e.g. recent utility bill, bank or credit card statement)
- provide proof of eligibility to live and work in the UK.

Documentation will be checked by a member of staff suitably trained in safer recruitment processes.

The final offer of employment will be subject to:

- a satisfactory enhanced DBS and barred list check;
- confirmation that the candidate does not live with a disqualified person (if the member of staff is expected to work with children under the age of 8 (e.g. Sport Impact staff));
- a check that the candidate is not subject to a prohibition order using the Employer Access Online Service (teachers only);
- receipt of the completed health check questionnaire;
- receipt of final references from previous employers;
- a valid work permit for overseas candidates;
- the candidate's details have been added to the school's Single Central Record (SCR).

The school reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form or if any of the documents referred to above have been falsified in any way.

All staff who are new to the school will receive full induction training that will include the school's safeguarding policies and guidance on safe working practices. Staff will be required to read the Staff Code of Safe Practice and the school's Child Protection & Safeguarding Policy.

Staff will also be required to read, and confirm that they have read, Part 1 of 'Keeping Children Safe in Education'.

Staff will also be required to complete Level 1 Safeguarding in Education training, which will include training on the PREVENT duty.

Regular meetings will be held during the first three months of employment between the new employees and the appropriate line manager.