

EFFINGHAM SCHOOLS TRUST**POLICY FOR SAFER RECRUITMENT POLICY****General**

The Effingham Schools Trust (the "Trust") endeavors to ensure a loving community where all care for and respect one another. One of our goals is to create a stimulating learning environment where academic study and intellectual pursuits are cherished, valued and celebrated.

Fulfilling these aims requires well-qualified and dedicated teaching and support staff at all of our schools. This policy outlines the processes carried out by the Trust to support our commitment to safeguarding and promoting the welfare of children.

The Trust is committed to recruiting staff that share and understand our commitment to ensuring that no job applicant is treated unfairly by reason of a protected characteristic as defined within the [Equality Act 2010](#).

The Trust includes two schools:

Cranmore, Epsom Rd, West Horsley, Surrey. KT24 6AT ("Cranmore")
St Teresa's School Beech Ave, Effingham, Surrey RH5 6ST ("St Teresa's")

These two schools are referenced as "The Schools" within this policy.

Scope of this Policy

All staff are recruited and employed by the Trust. In the Education (Independent Schools Standards) (England) Regulations 2010, staff are defined as any person working at the Schools whether under a contract of employment, under a contract for services or otherwise, but does not include a supervised volunteer.

In the case of agency or contract workers, the Schools shall obtain written confirmation from the agency or company that it has carried out the appropriate checks on the named person. Generic statements will not be accepted. The Schools conduct identity checks on agency and contract workers on arrival in the Schools and, in the case of agency workers, the Schools must be provided with a copy of the DBS check for such staff.

Statutory Safer Recruitment checks will be completed for any staff who TUPE transfer into the Trust's staff and will need to undergo the safer recruitment checks in accordance with the statutory requirements.

Process Overview

The processes outlined in this policy are designed to deter and detect unsuitable applicants for all jobs including volunteers.

The order and process of recruitment is as follows:

- Identifying a staffing need
- Sharing the need to appointment with Senior Leadership Team of the Schools.
- Approval of appointment by the Trust
- Creating job description and person specification. In case of a self-employment opportunity a description of the role within the Schools.

- Publicising the post including application packs containing the specific School's Safeguarding documentation
- Short-listing applicants
- Reference, application and disclosure scrutiny
- Planning interview
- Interviews, tours and recruitment activities (relevant checks will be made at this stage)
- Discussions followed by selection of most appropriate candidate
- Offer made subject to enhanced DBS (as required) and satisfaction of all other legal requirements
- Employment documentation including contract and joiner forms sent
- Induction

Publicising the post

The Executive Director/Schools' Heads will decide the method of publication, including whether to advertise locally or nationally. The post should also be advertised on the Schools website and placed in the staffrooms of each School.

The advertisement will be approved by the relevant Heads before publication. The advertisement will always make clear:

- The name of the School
- Our location
- Our type of school (GSA/Day/Boarding/Girls/Boys/Age range/)
- Whether suitable for an NQT, making it clear we run a recognised NQT Induction Programme
- Clear information as to whom to contact for details of the post including email address and/or website details
- Clear direction to complete a Trust approved application form along with letter of application
- A clear statement that the Trust is committed to safeguarding and promoting the welfare of children and that applicants must be willing to undergo child protection screening including an enhanced check with the Disclosure and Barring Service.
- A statement of our Catholic Foundation Status
- Our registered charity number(s)
- The closing date for applications

In regards to self-employed opportunities the Schools may seek out individuals or companies to provide a service. In these cases, while publication may not be required the application process must still be followed.

See Appendix (a) for example.

Information in the Application Pack

Each Head's PA or the Director of Operations' Assistant will be responsible for ensuring that the recruitment process is complete in accordance with this policy.

The Job Description must contain the statement regarding the Trust's commitment to safeguarding children.

The Person Specification will include reference to the applicant's motivation and ability to create and maintain appropriate relationships and personal boundaries with children.

The applicant will be given access to the application information pack. This may be sent directly or downloaded from the website. It will **include**: -

- A Job Description
- A Person Specification
- An Application Form
- School Prospectus or Background information
- Safeguarding – Child Protection Policy
- Privacy statement

Job Description: This will clearly state

- The main duties and responsibilities of the post
- The individual's responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for, or comes into contact with.

Person Specification: This will include

- The qualifications and experience required
- Any requirements needed to perform the role in relation to working with children and young people
- Description of competences and qualities the successful candidate should be able to demonstrate

It should be stated that any relevant issues arising from references will be taken up at interview.

Application Form

Candidates must be advised (by the advertisement and Head's PA or Director of Operations' Assistant) to complete the Application Form. The Trust will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted as a substitute for completed Application Forms. The Application Form will be available on the website and via email or hard copy. Incomplete application forms will be rejected.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

At least one reference must be received before the candidate attend interview. In exceptional circumstances, if the reference has not been received in time, the Head's PA/Director of Operations' Assistant will call the referee to confirm identity.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS

Application Selection Process

Application Shortlisting

All complete Application Forms are assessed against the person specification and job description requirements. The relevant Head or Director of Operations, supported by relevant staff will shortlist based upon the information given in the Application Form and covering letter.

Once candidates have been short listed, they will be invited to interview and referees will be contacted (in advance of interview).

Shortlisted candidates should be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

References

References from two referees will be requested; one must be the current employer or most recent employer if not currently not employed. A Job Description and details about the School must accompany the Reference Request Form. There is a section contained in the Form which allows the referee to comment on any allegations, disciplinary action or expressed concerns about the candidate's behaviour towards children.

Referees will be contacted by letter, email or telephone. References will be accepted by email, or hard copies signed by the referee. Open references will not be accepted. **All references will be followed up with a telephone enquiry by the Head's PA or Director of Operations' Assistant to ensure they are genuine.**

At least one reference must be received before the candidate attend interview. In exceptional circumstances, if the reference has not been received in time, the Head's PA/Director of Operations' Assistant will call the referee to confirm identity.

Interview

All formal interviews will have a panel of at least two people led by a designated senior member ("Interview Lead") of staff. In line with best practice at least one person on the panel will have undertaken safer recruitment training. The Chair of Governors should lead the panel for any Governors' appointments. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Interview Lead as to whether or not an interviewer should withdraw from the panel. Should the Interview Lead have a conflict of interest, the other member of staff shall decide whether the Interview Lead should withdraw from the panel.

Those candidates who are selected for interview will be given a face-to-face interview by a member of the Senior Leadership Team and at least one other member of staff. In the case of an overseas candidate it would be expected that a video interview would occur. The letter/email calling a candidate to interview will indicate that his/her suitability to work with children will be explored during interview (*see example Appendix b*).

Interviewers will meet prior to the interview to consider the issues to be explored and who will ask about each of those. A template of issues and questions will be produced and filled in for each candidate when they are interviewed.

Candidates will also be asked to bring in proof of identification, qualifications, ability to work in the UK, current DBS (if applicable) and teaching status (in the case of teachers).

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified

copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring with them:

1. A valid passport
2. A current driving including a photograph and current address
3. A utility bill or financial statement issued within the last three months showing their current name and address
4. Where appropriate any documentation evidencing a change of name
5. Where the candidate is not a citizen of the United Kingdom, proof of entitlement to work and reside in the UK.

Please note that originals of the above are mandatory.

Short listed candidates with a disability will be able to inform the Schools of any necessary reasonable adjustments or arrangements to assist them when invited to interview.

During the interview, any gaps in employment history will be explored

On the day of the interview, candidates will be asked to do a range of activities which may include:

- teaching a lesson
- touring the school
- in tray exercises
- discussions with members of staff and pupils

Information from the activities with the candidate over the course of the day of interview, will be considered and form part of the decision making process.

One member of the appointment panel will have completed the Safer Recruitment Training and will be responsible for addressing the Child Protection Safeguarding questions/discussion in the interview.

Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The Schools require an enhanced DBS, with a satisfactory result, to be completed for the successful applicant. The successful applicant is required to comply with instruction from the Schools to enable an enhanced DBS to be completed. Additionally, successful applicants should be aware that they are required to notify the Schools immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Trust takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the relevant Head or Director of Operations immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may have received.

Staff and/or successful candidates who are disqualified from childcare or registration, may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in these areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the relevant Head or the Director of Operations for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment, or result in summary dismissal if the discrepancy comes to light retrospectively.

If the candidate is currently working with children, on either a paid or voluntary basis, the Schools will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns, and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the Schools will ask the previous employer about those issues. Where neither the current nor previous employment has been involved working with children, the Schools will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the Schools may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the Trust if they have been appointed, and a possible referral to the police and/or DBS.

Expenses

The Schools will offer to pay all reasonable expenses.

Making Appointments

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a Teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
 - a. Planning and preparing lessons and courses for pupils
 - b. Delivering and preparing lessons to pupils
 - c. Assessing the development, progress and attainment of pupils
 - d. Reporting on the development, progress and attainment of pupils.
5. Verification of professional qualifications, where appropriate;
6. Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999);
7. Where the successful candidate has worked or been resident overseas such checks and confirmations as the Trust may consider appropriate so that any relevant events that occurred outside the UK can be considered;

8. In addition, the Trust will make further checks where appropriate so that any relevant events that occurred outside the UK can be considered. These further checks will include a check for information about any teacher sanction or restriction that a European Economic Area (EEA) professional regulating authority has imposed.
9. Confirmation from the successful candidate that he / she is not disqualified from providing childcare under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. Or receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018; and,
10. Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department

The data from such checks will be recorded within the Single Central Register.

It is the Trust practice that successful candidates must complete a Pre-employment Health questionnaire. The information contained in this questionnaire is held by the Schools Medical Centre in confidence. The information will be reviewed against the Job Description and the Person Specification for the particular role, together with details on any other physical and mental requirement of the role. i.e. proposed workload, extra-curricular activities and layout of the Schools.

The Trust is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering if reasonable adjustments can be made.

Induction of Newly appointed staff

All staff, including self-employed individuals and volunteers who are appointed or engaged will undergo an induction program. Refer to the Induction Policy for further details.

An induction programme exists for new teaching staff and overseen by the Senior Leadership Team of the Schools. The Director of Operations oversees the induction of administration and support staff. Safeguarding training will be provided by a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

The purpose of this induction is to:

- Provide training and information about Trust policies and procedures;
- Support individuals in a way that is appropriate for their role
- Confirm the conduct expected of Trust Staff
- Provide opportunities for a new member of staff to discuss any issues or concerns
- Enable the person's line manager or mentor to recognise any issues or concerns about the person's ability or suitability at the outset and address them immediately

Retention and Security of Records

The Schools will comply with their obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Unsuccessful applications will be kept for 6 months after the closing date for the role. DBS certificates will be destroyed within 6 months and information kept will be the DBS number, date viewed and date destroyed.

Monitoring of Policy

This policy will be reviewed annually in line with changes from Keeping Children Safe in Education.

Appendix C

Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of, an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and

- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud. If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

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