



## St John Bosco Arts College

### Safer recruitment policy and procedures

#### Introduction

The purpose of this policy is to set out our school's commitment to fair, safe and effective recruitment and selection of new and existing employees.

Our school is an equal opportunities employer and will not discriminate unlawfully against anyone, but will select the best person for the job in terms of qualifications and abilities.

We are committed to safer recruitment practices that:

- ❖ deter prospective applicants who are unsuitable to work with children or young people
- ❖ identify and reject applicants who are unsuitable to work with children or young people
- ❖ deter and prevent inappropriate behaviours by providing on-going supervision, training and support to all staff and volunteers

#### Guiding Principles

- ❖ All recruitment and selection procedures must comply with all current legislation.
- ❖ A job description and person specification must accompany each vacancy.
- ❖ All members of the recruitment panel should be familiar with this policy and the accompanying selection and recruitment procedures.
- ❖ At least one person on each appointment panel should have undertaken Safer Recruitment Training in keeping with the requirements of the Safer Recruitment Consortium and Keeping Children Safe in Education (DfE). This should be noted on their personnel file induction checklist.
- ❖ The school's Safer Recruitment Procedures set out further guidance for appointments of those working with children. For example:
  - a curriculum vitae will not be accepted in lieu of an application form
  - the applicant will be required to declare any cautions and convictions etc that are not protected [amendments to the Exceptions Order 1975 (2013)]
  - references will be sought on all short-listed candidates and scrutinised before interview
  - open references will not be relied upon and will be subject to confirmation from the referee
  - all references must include a statement about someone's suitability to work with children
- ❖ Equality monitoring is at the heart of our equal opportunities policy. Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicant's monitoring information.
- ❖ All suitably qualified disabled applicants who meet the essential requirements of a post will be invited for interview where practical. Appropriate adjustments will be made to the interview arrangements where necessary.
- ❖ Every applicant must be assessed consistently against the criteria identified on the person specification. The selection panel must look for relevant objective evidence on which to make a decision.
- ❖ Questions asked of applicants must relate to the requirements of the post and should not be discriminatory, offensive or in any way off-putting to any person or group.

*This policy has been workload assessed*



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- ❖ Safer Recruitment Training provides further guidance as to how to ask further questions to test out someone's suitability to work with children and relevant to their application form and personal statement.
- ❖ The **Equality Act 2010 (Section 60)** prevents employers from asking applicants about their health or attendance before making an offer of appointment. Questions relating to the applicant's health or sickness absence history must not be asked at the interview stage. Only appropriate information should be sought to enable the candidate to participate in the interview process.
- ❖ At the end of the interviews, each panel member should have recorded evidence of how each candidate has met each of the selection criteria. Systematic analysis and assessment against the school's scoring system is important so that fair and justified decisions are made and so that constructive feedback can be given to candidates.
- ❖ The panel should then reach agreement on which candidate is to be appointed.
- ❖ Short summative verbal feedback should be offered to unsuccessful shortlisted candidates.
- ❖ All posts are subject to a fully completed application form, satisfactory employment references, medical clearance, evidence of the applicant's right to work in the UK and evidence of the required qualifications and any further relevant pre-employment checks set out in Keeping Children Safe in Education including prohibition check for those in teaching, overseas criminal checks, European Economic Area teacher sanction check,
- ❖ The verbal offer of employment and the initial offer letter must be conditional on all the required checks being completed. Candidates should be advised not to resign until their post is confirmed and all relevant checks must have been completed.
- ❖ All new employees will receive a mandatory safeguarding induction in keeping with the DfE guidance Keeping Children Safe in Education.
- ❖ Any complaints made in relation to the recruitment and selection process should be dealt with under the grievance procedures for internal candidates and school's complaints policy for external applicants.

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### Recruitment and selection procedures

	Recruitment Procedures	Date
1.	Post approved by Headteacher/Governors	
2.	Job description and person specification drawn up (reference to safeguarding children and appropriate behaviours should be included in all relevant posts)	
3.	Job description, person specification and salary range agreed by SLT and whether the post ought to be held for redeployment	
4.	Appointments panel agreed with a minimum of two members. (Panel members should remain the same for each stage of the process). Selection methods agreed. Closing date, short-listing date and interview dates agreed.	
5.	Advert drawn up and agreed by HT (for posts working with children this should include the agreed statement 'Our school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.'	
6.	<p>Application pack prepared to include: an application form with guidance notes, job description and person specification and details of any probationary period, information about the organisation and recruitment of ex-offenders and terms and conditions relating to the post). Applicants from overseas outside the EEA should be advised to obtain an overseas criminal check before they apply for a visit as the post is the education sector.</p> <p>The candidates pack should also include a Code of Conduct - Safer Working Practices Guidance and guidance that requires the disclosure of non-protected cautions and convictions. Candidates should be signposted to the school website which contains further safeguarding policies. They should be advised that CVs will not be acceptable for these types of posts. In addition, references will always be required from their current employer and settings where they have worked with children.</p>	
7.	<p>The application form will need to request the following information:</p> <ol style="list-style-type: none"> <li>Details of the applicant including current and former names, current address and national insurance number and/or proof to work in the UK.</li> <li>A statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position they are applying for with the details of the awarding body and date of award.</li> <li>A full educational, training and work history in chronological order since leaving secondary education with any gaps explained.</li> <li>Details of two referees. One referee must be the applicant's current or most recent employer and not family members.</li> <li>An explanation that the post is exempt from the <a href="#">Rehabilitation of Offenders Act 1974</a> and that all convictions, cautions, reprimands and final warnings, including those regarded as 'spent' must be declared unless protected (amendment in 2013)</li> </ol>	

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Recruitment Procedures	Date
<ul style="list-style-type: none"> <li>f. a declaration that the person has no convictions, cautions, final warnings or reprimands where these exist details of the offence, including dates to be should be provided and will be discussed further at interview.</li> <li>g. Where the candidate needs to declare any convictions, cautions, reprimands or final warnings they should be invited to put them in an envelope and attach them to their application form. These will not be considered until after short-listing.</li> <li>h. a declaration that should they provide false information or omit any material fact they will be liable to dismissal if appointed and possible referral to the police.</li> </ul>	
8. Post advertised.	
<p>9. Shortlist applicants. The selection panel should identify those applicants who meet the criteria based upon their application form and personal statement. A scoring system should be used to assess each applicant against the criteria on the person specification:</p> <p>Provision should be made for disabled candidates to attend interview.</p>	
<p>10. References should be requested for all short-listed candidates whose posts will bring them into contact with children.</p> <p>All reference requests should ask:</p> <ul style="list-style-type: none"> <li>a. confirmation of details of the applicant's current/previous post (s) including salary, job title, dates of employment and reason for leaving</li> <li>b. about the referee's relationship with the candidate, how long they have known them and in what capacity (if the reference is from a current or previous employer it should be from an appropriately senior member of the relevant organisation/headteacher)</li> <li>c. specific verifiable and relevant comments about the applicant's performance history and conduct.</li> <li>d. whether the referee is satisfied that the candidate has the ability and is suitable to undertake the role in question</li> <li>e. whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the referee's concerns.</li> <li>f. details of any disciplinary procedures the applicant has been subject to in which the sanction is still current.</li> <li>g. details of any disciplinary procedures the applicant has been subject to which related to the safety and welfare of children, including any in which the disciplinary sanction has expired and the outcome of those.</li> </ul> <p>References should be carefully checked against the application form for any discrepancies or anomalies. The references should be scrutinised before interview to consider any past behaviours, allegations and differences between the skills, responsibilities and experiences set out by the referee and candidate.</p> <p>Any omissions and or vague statements should always be followed up with the referee. Notes should be taken of any conversation and added to the personnel file.</p>	

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Recruitment Procedures	Date
	Further references may need to be taken up particularly if they are relevant to a post working with children.
11.	The panel should agree a set of questions to ask all candidates that cover the key aspects of the role and specifically those characteristics in the person specification that need testing out at interview.
12.	All candidates should be asked questions to include their attitude and motivation towards working with children and young people and their ability to support the organisation to safeguard and promote the welfare of children. The panel should agree further questions to ask individual candidates based upon issues raised in their personal statement, references and application form including any gaps or discrepancies identified. Towards the end of the interview any cautions and convictions etc declared by the candidate should be discussed.
13.	The appointments panel should select the successful candidate using the agreed scoring system. Each panel member will have been provided with a grid setting out each question, possible positive and negative answers and the scoring system.  All unsuccessful interviewed candidates should receive short summative verbal feedback agreed by the panel.
14.	The successful candidate should receive a verbal offer, conditional to all the required checks being completed. They should be advised they will receive a conditional offer letter and that they shouldn't resign until they receive their confirmation letter with their start date, contract and particulars.
15.	<p>The personnel file should evidence that all the required checks have been completed. A recruitment checklist for the personnel file should be signed off before their start date. The confirmation letter with start date can be sent once all checks are completed.</p> <p>Keeping Children Safe in Education sets out the following pre-employment checks which must be carried by schools:</p> <ul style="list-style-type: none"> <li>• Verify a candidate's identity. Identification checking guidelines can be found on the GOV.UK website;</li> <li>• obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity);</li> <li>• obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;</li> <li>• 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;</li> <li>• Verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers should follow advice on the GOV.UK website;</li> <li>• if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate (see paragraph 114 of Keeping Children Safe in Education)</li> <li>• verify professional qualifications, as appropriate;</li> </ul>

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Recruitment Procedures	Date
<ul style="list-style-type: none"><li>Independent schools, including academies and free schools, check that a person taking up a management position as described at paragraph 99 is not subject to a section 128 direction made by the Secretary of State</li></ul> <p>In addition, checks should be made to ensure that a candidate employed as a teacher is not prohibited from teaching.</p> <p>A disqualification check may be required under the Disqualification under the Childcare Act 2006.</p> <p>Once all the pre-employment checks are completed the candidate can receive an offer letter, contract and start date. Some posts may be subject to a probationary period.</p>	
16. Appropriate induction activities should be provided for all new employees. All staff should read and understand key guidance including keeping children safe in education and safer working practices guidance. The induction checklist should be completed and placed on their personnel file.	

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### Checklist for personnel file

Name:		
Post:		
Type of Contract:		
Start date:		
Date left:		
Name of person on interview panel who had safer recruitment training		
	Yes/No	
Advertisement	Y	
Job description and person specification with reference to safeguarding responsibilities	Y	
Application form and interview information	Y	
Recruitment monitoring form	Y	
Copies of identity documents [obtained at interview]	Y	
Copy of qualifications [obtained at interview]	Y	
Reference 1 (from current employer) received	Y	
Reference 2 received	Y	
Reference 3 received	<i>If available</i>	
Any notes taken from follow up conversations with referees due to gaps or discrepancies in references	Y	
Confirmation of salary received from previous employer?		
Conditional offer letter subject to relevant checks	Y	
Medical screening questionnaire and/or letter from health confirming fitness for work	Y	
Teacher status check i.e. prohibition/interim prohibition order check (evidence of no sanctions and QTS status) including European Prohibitions	Y	
Checks for those EEA teacher sanctions and restrictions	Y	
Disqualification Check [all employees]	Y	
Evidence of right to work in the UK [all employees]	Y	
Evidence of additional overseas criminal checks if applicable	Y	
Enhanced DBS Certificate obtained and information entered onto SCR [this includes a barred list check] [all employees]	Y	
Completed and signed documents received: <ul style="list-style-type: none"> <li>➤ HMRC New starter form</li> <li>➤ Bank credit form</li> <li>➤ New starter form</li> <li>➤ Data collection sheet</li> <li>➤ Acceptable use Policy</li> </ul>	Y	

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<ul style="list-style-type: none"><li>➤ Keeping Children Safe in Education - signed agreement form</li><li>➤ Declaration of Interests</li><li>➤ Staff Code of Conduct</li></ul>		
Confirmation of appointment letter sent following relevant checks	Y	
Contract of employment sent to employee within eight weeks of commencement	Y	
Any other comments		

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### Mandatory induction checklist for all staff and volunteers

All staff and volunteers should receive an appropriate safeguarding induction and on-going training. The following checklist will support schools to ensure staff and volunteers receive copies of key guidance and are sign-posted to where they can find further guidance.

Mandatory Induction Checklist	
Name:	
Post:	
I confirm I will ensure I read and understand the following documents	
Signed:	
Staff and volunteers should receive copies of the following information/guidance:	Date received
Name of the Headteacher, Designated Safeguarding Lead, Chair of Governors and Safeguarding Governor	
Names of those trained to deputise for the Designated Safeguarding Lead	
Role of the Designated Safeguarding Lead (Appendix B of Keeping Children Safe in Education)	
DFE Guidance: Keeping Children Safe in Education Part 1 and annexe A	
School's child protection policy and procedures	
School's managing allegations against staff procedures	
School's whistle-blowing policy	
Safer Recruitment Consortium: Guidance for safer working practice for those working with children and young people in education settings	
School's Code of Conduct	
DFE Guidance: 'What to do if you are worried <a href="#">a child is being abused</a> '	
Staff and volunteers should know where to find the following information/guidance:	
Additional safeguarding guidance including: child sexual exploitation, criminal exploitation, sexual violence and harassment, female genital mutilation, forced marriage, missing children, faith abuse, fabricated or induced illnesses, gangs and extremism and radicalisation	
School's policies for students including: anti-bullying, behaviour for learning, equality and diversity	
Policies for supporting children including: intimate care, positive and safe handling, medical needs	
Health care plans for students	
Fire evacuation procedures	
Lock down guidance/procedures	

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Single Central Record template [the date the check was completed or certificate obtained should be recorded]

Identity				Role	Start date	Qualifications		Children's Barred List Check	Enhanced DBS/CRB Certificate	Prohibition Order Check for those providing teaching
Name	Date of Birth	Address	Date of ID checks			Qual. Required Y/N	Date of check	Date of check	Date of check	Date of check

<i>A section 128 check (for management positions as set out in paragraph 99 of KCSIE for independent schools (including free schools and academies))</i>	Disqualification Check		Right to Work in the UK	EEA teacher sanctions		Overseas criminal check		Written confirmation from third party staff, contractors, commissioned services, externally provided student teachers and supply teachers and other agency staff that all appropriate DFE pre-employment checks have been completed including where required the disqualification check. Photo ID seen and confirmation of DBS certificate received including children's barred list check when working in regulated activity.		
Date of check	Required Y/N	Date of check	Date of check	Check Required Y/N	Date of check	Check Required Y/N	Date of check	Date of written confirmation received and photo ID seen and confirmation of Enhanced DBS certificate and when required the children's barred list check. (For supply staff - independent schools and non-maintained special schools should record the date on which any certificate was obtained.)		

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## Single Central Record and personnel file checklist

No.	Statement	In Place	Action
1	Is the date of the identity checks recorded on the SCR?		
2	Are copies of all documents presented for identity purposes retained on personnel files?		
3.	Is the date of the qualifications check recorded on the SCR?		
4.	Are copies of the certificates presented to confirm appropriate qualifications of staff retained on the personnel files?		
5.	Have Enhanced DBS certificates been recorded on the SCR on all staff, appropriate volunteers, governors, supply staff and third part staff.  Record the date the certificate was issued or that date it was checked (or both). Enhanced DBS certificates must be obtained on all unsupervised volunteers. They can also be requested on supervised volunteers but without the Barred List Check.		
6.	If copies of DBS are certificates retained on personnel files they can be retained for no longer than 6 months		
7.	Have Barred List Checks been recorded on the SCR for all staff? (Barred List Checks can only be requested on anyone who is in regulated activity.)		
8.	Are Prohibition Order Checks recorded on the SCR for all teaching staff employed after the 1 <sup>st</sup> September 2013? The date of the check should be recorded. (You may choose to obtain a print off from the Employer Access Online and retain it on personnel files evidencing there were no sanctions in place and the person has QTS status)		
9.	For those engaged in management roles (in independent schools - including academies and free schools) an additional check is required to ensure they are not prohibited under section 128 provisions. The date of this check should be recorded on the SCR.		
10.	Keep a record of disqualification checks for all staff and volunteers who fall under the childcare regulations. The date of the check should be recorded.		
11.	Is the date of the 'right to work in the UK' check recorded on the SCR?		
12.	Are documents that provide evidence of 'right to work' retained on personnel files?		
13.	For UK nationals or foreign nationals who have been resident abroad or worked aboard overseas checks will be required. The date of the check should be recorded. <b>This would include checks for those EEA teacher sanctions and restrictions described in paragraph 114 (of Keeping Children Safe in Education)</b>		
14.	Are documents that provide evidence of 'overseas criminal checks' retained on personnel files?		
15.	Written confirmation from third party staff, contractors, commissioned services, externally provided student teachers and supply teachers and other agency staff that all appropriate DFE pre-employment checks have been completed, including where required the disqualification check. Photo ID seen and confirmation of DBS certificate received. DBS number may be recorded.		
16.	Are two appropriate references included on the personnel file?		



No.	Statement	In Place	Action
17.	Is there evidence of medical screening (confirmation of fitness to work) on the personnel file?		
18.	Is the SCR securely kept and password protected if kept electronically?		