



## *Herts & Essex Multi-Academy Trust*

<b>Policy Title</b>	Safer Recruitment Policy
<b>Author(s)</b>	HCC (amended by Ann MacRae)
<b>Committee Responsible</b>	Personnel
<b>Governor Link</b>	Irene Graham
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<b>Review Date</b>	As required

# Safer Recruitment Policy

*All references in this document to 'The Hertfordshire & Essex High School' or 'the school' stand equally for HEMAT and any of its schools.*

Enquiries & comments

Any enquiries and comments about this publication may be made to:

Telephone: 01279 654127 | e-mail: [admin@hertsandessex.herts.sch.uk](mailto:admin@hertsandessex.herts.sch.uk)

## **1 INTRODUCTION**

The purpose of this policy is to set out the minimum requirements of a recruitment process 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.

## **3 IDENTIFICATION OF RECRUITERS**

Subject to the availability of training, the school will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

## **4 INVITING APPLICATIONS**

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment. Full employment checks including a satisfactory Disclosure and Barring Service check are required for all posts.”

4.2 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 (this document);
- the selection procedure for the post;
- an application form which will include the statement:

“The school is committed to safeguarding children and young people. Full employment checks will be undertaken. The law requires this position to have an enhanced criminal background check, to protect children and vulnerable adults. The position is exempt from the Rehabilitation of Offenders Act of 1974 so, if you are shortlisted for interview, you will be asked to declare details of any criminal record, even convictions that are ‘spent’ according to the Act. If your application is taken further, this information will then be checked against Disclosure and Barring Service (DBS) files. You will be provided with full information at each stage.”

4.3 All prospective applicants must complete, in full, an application form.

## **5 SHORT-LISTING AND REFERENCES**

5.1 Short-listing of candidates will be against the person specification for the post.

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

## **6 SECRETARY OF STATE PROHIBITION ORDERS (Teaching roles)**

- 6.1 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.
- 6.2 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.
- 6.3 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.

## **7 THE SELECTION PROCESS**

- 7.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies for contracted staff will require an interview of short-listed candidates.
- 7.2 Interviews will always be face-to-face except in exceptional circumstances, eg when interviewing overseas candidates who are not in the UK. 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).
- 7.3 One member of the interview panel must have received 'Safer Recruitment' Training.
- 7.4 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 DBS check;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **8 EMPLOYMENT CHECKS**

8.1 All successful applicants are required:

- to provide proof of identity
- to complete a DBS application using HertsGuard and receive satisfactory clearance
- to provide a 'Certificate of Good Conduct'\* (or equivalent) from the embassy of any country in which the successful applicant has lived or worked for six months or more in the past five years. If this cannot be secured employment will be subject to a risk assessment carried out by the Headteacher.
- 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. 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.
- to provide proof of eligibility to live and work in the UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations

\* Exemptions:

- 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.

## **9 SINGLE CENTRAL RECORD**

The school is required to keep a single central record, referred to in the regulations as the register. The single central record must cover 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 must be logged on this record for all employees of the school.

## **10 INDUCTION**

10.1 The 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 ongoing 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 and guidance on safe working practices.
- 10.3 Regular meetings will be held during the first 3 (or 6 in the case of support staff) months of employment between the new employee(s) and the appropriate manager(s).

The Hertfordshire & Essex High School and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.