



Hazelwood School

## **SAFER RECRUITMENT AND SELECTION POLICY**

***This Policy includes the Nursery and Early Years Foundation Stage***

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The safe recruitment of staff and volunteers in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The school recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is efficient and effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

In line with the Independent School Standards, Hazelwood has an explicit requirement to promote fundamental British values as part of broader requirements relating to the quality of education and to promoting the spiritual, moral, social and cultural development of its pupils.

The school has a separate policy for visiting speakers which sets out the protocols for staff, in preparing for the visitors time in school and makes clear the expectations upon the speaker to conform to school policies and expectations.

All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions and cautions including those regarded as spent and have an Enhanced Disclosure carried out via the Disclosure and Barring Service (DBS). All staff must also complete a Staff Suitability Declaration during the recruitment process.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s).

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the DBS in relation to the processing, handling and security of Disclosure information.

The school will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The following employment checks will be required:

- Receipt of at least two satisfactory references
- Verification of references with referee
- Verification of the candidates identity, including photo ID
- DBS Children's Barred List, where applicable to the post. Volunteers to sign consent form for Barred List to be checked as may have unsupervised access to children.
- Sight of a satisfactory DBS disclosure certificate ideally received before employment commences or on-line update check on registered DBS certificates. Under special circumstances employment may commence prior to the DBS certificate being issued. See Recruitment Process.
- S.128 check for governors and staff appointed to management positions, both teaching and non-teaching as part of the DBS check or via Secure Access
- Staff Suitability Declaration completed during the recruitment process
- Teachers prohibited from the profession list checked
- Overseas checks will be carried out, if the applicant has lived overseas for 3 months or more, within the last 5 years and was over the age of 16 during this time
- For teaching posts, EEA checks will be carried out as and when appropriate
- Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of professional status where required e.g. QTS status (unless properly exempted)
- The production of evidence of the right to work in the UK
- Teaching Posts - Verification of successful completion of statutory induction period (applied to those who obtained QTS after 7 May 1999)
- When using the 3 month rule for portable DBS certificates a Children's Barred List check must be carried out. This system would only be used as a safeguard until such time as the school can carry out its own DBS check.

### **References**

Teaching posts - At least two references will be obtained for all shortlisted applicants.

All other posts - At least two references will be obtained for the successful applicant.

Reference template forms will be used and will ask the following questions.

- About the referee's relationship with the candidate
- Whether the referee is satisfied that the candidate has the ability and is suitable to undertake the job in question
- Whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the concerns and the reasons why the referee believes the person might be unsuitable

Referees will also be asked to confirm details of:

- The applicant's current post, salary and sick record.
- Performance history and conduct.
- Any disciplinary procedures in which the disciplinary sanction is current.
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the disciplinary sanction has expired, and the outcome of those.

- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children, and the outcome of those concerns.

## Recruitment Process

- Time set aside for planning and structuring
- A clear job, role and person specification stating boundaries and expectations of the role including a statement of responsibility and requirements for safeguarding.
- Clear messages about safeguarding sent to candidates from the outset.
- Statement regarding safeguarding must appear on the advertisement
- Application forms used (lone CV's not accepted)
- Short listing panel to meet and discuss candidates, including gaps in employment.
- Recruitment and Selection Checklist to be completed to record the process and ensure pre-set criteria has been met
- References obtained before interview wherever possible
- At a minimum the selection process should involve a face-to-face interview and at least one other tool (presentation, teaching a lesson, testing)
- Interview questions to be decided, along with model answers and printed in order to use the same criteria for each candidate. These should include questions specifically regarding Safeguarding
- Two forms of identification seen and photocopied at time of interview. One should be photographic ID such as passport or driving licence and the other proof of address such as a household bill or bank statement.
- Copies of relevant qualifications to be taken at time of interview or at offer stage, whichever is more appropriate.
- Recruitment/Interview panel must contain at least one member of staff who has completed a *Safer Recruitment in Education* course
- Interview panel will discuss any gaps in employment as noted from the application form and any concerns relating to reference checks
- Once the recruiting panel have made their decision a contract will be sent along with an offer letter subject to satisfactory completion of: Enhanced DBS check, Children's Barred List check, medical history, at least two satisfactory references, Teachers Prohibited from the Profession check, Staff Suitability Declaration and if relevant S.128, EEA and overseas checks.
- Medical form completed by successful candidate to be scrutinised and from that they may be required to obtain a full medical report from a practitioner.
- Enhanced DBS and Children's Barred List check to be carried out in the presence of the candidate on-line, paid for by the school, as detailed in the Safeguarding Policy or an on-line update if the DBS certificate has been registered.
- At least two references sort and once received scrutinised by the Head, Bursar, HR Manager or Assistant Bursar, depending on the role. References to be verified.
- Overseas checks will be carried out, if the applicant has lived overseas for 3 months or more, within the last 5 years and was over the age of 16 during this time
- For teaching posts, EEA checks will be carried out as and when appropriate
- S.128 check for governors and staff appointed to management positions, both teaching and non-teaching as part of the DBS check or via Secure Access
- Once all checks have been made the applicant's completed file will be passed to the Head, or designated deputy, for final scrutiny to ensure that all documentation is in place. No new employee may commence work until the Head, or authorised Deputy, has signed their file to confirm compliance in all areas. In circumstances where an employee has an existing DBS from a different location, so long as the School has completed its online DBS for that individual, provision is made (risk assessment completed every two weeks and supervision) for that employee to start work ahead of the School seeing the issued certificate.