



Recruitment and Vetting Policy

1. Purpose

To lay out procedural arrangements for Governors, headteacher and members of staff who have responsibility for employees, volunteers and visitors.

To provide guidance for all governors, staff and volunteers in relation to their duties and responsibilities with regard to vetting arrangements.

Statutory requirement.

2. Key Considerations

Few things are more important than helping and protecting children and young people. All schools should protect children and promote their welfare by:

- providing a safe environment in which children learn;
- preventing unsuitable people from working with children;
- creating a culture which recognises and understands the importance of safeguarding - including listening to and discussing with children;
- identifying children who are suffering or likely to suffer significant harm, both at school and at home, and referring immediately any concerns to the local authority children's social care services;
- having systems and processes that ensure children are kept safe and allow for poor and unsafe practice to be challenged;
- identifying instances in which there are grounds for concern about a child's welfare, and initiating or taking appropriate action to keep them safe; and
- contributing to effective partnership working between all those involved with providing safeguarding services for children.

Our recruitment and selection procedures and other human resources management processes must help to deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them.

3. Relevant Legislation

Safeguarding Vulnerable Groups (SVG) Act 2006

Protection of Freedoms Act 2012

4. Statutory Guidance

Safeguarding Children and Safer Recruitment in Education (2006)

Working Together to Safeguard Children (2013)

Applying for Disclosure and Barring Service check on staff and governors Ofsted:

Inspection framework and guidance documents

Regulated Activity in relation to children

5. **Websites** www.gov.uk
www.ofsted.gov.uk
www.education.gov.uk

6. Aims

Bohunt School Wokingham places the highest levels of importance on safeguarding our pupils and will abide by all relevant legislation and best practice guidelines. This commitment to safeguarding and promoting the welfare of children and young people requires all staff and volunteers to share the same high levels of compliance and vigilance.

The welfare of children will be safeguarded at every stage of the recruitment process at Bohunt School Wokingham. The recruitment process itself will be carefully planned, and each element of the process will be consistent and thorough. Information from applicants will be collated, analysed and evaluated in the context of child protection and welfare. The mix of qualities, qualifications and experience a successful candidate will need to demonstrate and any other particular matters will be clear in the advertisement.

7. Objectives

The Governing Body of Bohunt will ensure that:

- senior staff and governors undertake safer recruitment training
- safe recruitment strategies are implemented on each occasion new staff are sought
- appropriate steps are undertaken to ensure that adults working in the school are thoroughly checked by obtaining for each a criminal records check, references and qualifications
- staff are made aware of their responsibilities to ensuring personal details are up to date on the SCR
- unsuitable people are prevented from working at the school
- it deals swiftly with any issues which arise from information provided through the checking procedure
- systems and processes are maintained that ensure pupils are kept safe and poor and unsafe practices are challenged
- it identifies instances in which there are grounds for concern about a pupil's welfare, and takes appropriate action to keep all pupils safe
- it reports unsafe practices to the responsible statutory bodies

Implementation

Advert: The advertisement will make clear our commitment to safeguarding and will refer to the need for the successful applicant to undertake an enhanced criminal record check via the DBS scheme / Criminal Records Bureau (CRB) check.

The recruitment exercise and who should be involved will be planned, giving sufficient time to organise the exercise so that safeguarding procedures are not overlooked.

Scrutiny of applicant information from all sources including application forms in preference to CVs will focus on the following:

- Full identifying details of the applicant, e.g. current and former names, date of birth, current address and National Insurance number
- Applicants for teaching posts: QTS reference number if applicable
- Details of any academic/vocational qualifications the applicant has obtained and details of the awarding body and date of award
- Full history in chronological order since leaving secondary school of any post- secondary education/training, part-time and voluntary work, as well as full-time employment, with start and end dates and explanations for periods not in employment/education/training and reasons for leaving employment
- Presence of any family or close relationship to any of Bohunt trustees, governors or current employees
- Two references are expected. These should include most recent employer and the most recent employer when the applicant worked with children if different. Referees who are only friends will not be accepted.
- The personal qualities and experiences that the applicant believes are relevant to the post advertised at Bohunt and how s/he matches the person specification
- Satisfactory adherence to a statement that the post is exempt from the Rehabilitation of Offenders Act 1 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- A statement for the applicant to sign that s/he is not on list 99, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no convictions, cautions, or bind-overs or has attached details of their record in a sealed envelope marked confidential.

References

References will be requested for shortlisted candidates. References will ask former employees for

- Confirmation of particular experience or qualifications
- Any disciplinary offences relating to children, including any that are 'time expired'
- Whether the applicant has been subject of any child protection concerns, and if so the outcome of any enquiry or disciplinary

Job Description

Will state:

- The main duties and responsibilities of the post
- The individual's responsibility for promoting well-being in a safe environment of children and young people s/he is responsible for or comes into contact with

Person Specification

The qualifications, experience and other requirements needed to perform the role in relation to working with children and young people

The competences and qualities the applicant should be able to demonstrate

The interview will explore issues relating to safeguarding and promoting the welfare of children in terms of:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with young people with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Information Pack

Will include:

- Application form and explanatory notes for completing it Job description and person specification
- Relevant information about Bohunt
- A statement of the terms and conditions relating to the post

Scrutinising and Shortlisting

All applications will be scrutinised to ensure that:

- The information provided is consistent and contains no discrepancies
- Any gaps on employment are identified for later exploration
- Any history of repeated changes without career progression, or career moves from permanent post to supply or temporary work can be explored
- All candidates will be assessed equally against the criteria within the person specification.

References

All references used in the recruitment process will be sought and obtained directly from the referees. Open references or testimonials will not be accepted. References will be sought for all shortlisted candidates. In exceptional circumstances a candidate may strongly object to a current employer being contacted prior to interview. The person conducting the process may agree to approach the referee only if the candidate is the preferred candidate. This is not preferred practice, and the post cannot be confirmed until the reference has been received and scrutinised. Reference requests will ask for objective information that can be verified. The referee will be provided with a job description and a person specification. Information requested will include:

The relationship between the referee and the applicant. How long the referee has known the applicant.

Whether the referee is satisfied that the applicant is suitable for the job in question and how s/he has demonstrated that s/he meets the person specification.

If the referee is completely satisfied that the applicant is suitable to work with children. If the referee is the candidate's current employer the following will be requested: Confirmation of the details of the applicant's current post, salary.

Verifiable comments about the candidate's performance history and conduct.

Details of any disciplinary procedures the candidate has been subject to in which the sanction is current.

Details of any disciplinary procedures the candidate has been subject to involving issues relating to the health and safety of children or young people, including any in which the sanction has expired.

Details of any allegations or concerns that have been raised about the applicant in relation to the safety and welfare of children and young people or behaviour towards children or young people, and the outcomes of those concerns.

On receipt the reference will be checked to see if all specific queries have been answered satisfactorily. If they have not the referee will be telephoned and asked to provide written details or amplification by telephone, which will be written down.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases where an issue was satisfactorily resolved some time ago or where an allegation was determined to be unfounded or did not require formal disciplinary action, and where no further issues have been raised will cause less concern than more serious or recent issues. A history of repeated concerns or allegations will give cause for concern.

Interviews

The interview will assess the merits of the candidates against the job requirements. No candidate will be appointed without an interview.

Interviews will be conducted by a minimum of 2 interviewers, but usually 3 or more. Panel members will:

- Have the authority to make decisions about appointments
- Be appropriately prepared
- Have met before the interview to agree on the required standard for the job they are appointing.
- Have agreed the assessment criteria in accordance with the person specification.
- Have agreed a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate relating to their application and references. Candidate's response to a question will determine if they are followed up.

Scope of the Interview

- In addition to assessing and evaluating the applicants' suitability for the post the interview panel will also:
- Explore the candidates' attitude towards children and young people
- Assess their ability to support our agenda for safeguarding and promoting the welfare of children.
- Explore gaps in the candidate's employment history
- Follow up concerns or discrepancies arising from the information provided by the candidate and/or referee.
- Ask the candidate if there is anything they wish to declare in the light of the need for an enhanced CRB check.

Conditional offer of Appointment

Pre Appointment checks: an offer of appointment to the successful candidate will be conditional on:

- Verification of a candidate's identity, preferably from current photographic ID and proof of address;
- Obtaining an enhanced DBS check;
- Obtaining a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- Checking that the candidate is not subject to a prohibition order issued by the Secretary of State, using the Employer Access online service;
- Two references checking candidates suitability for the post and any safeguarding issues;
- 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;
- Verify the person's right to work in the UK.
- If the person has lived or worked outside the UK, make any further checks the school or Trust consider appropriate;
- Verify professional qualifications, as appropriate;

DBS and Single Central Record (SCR):

We will record specific personal information for every member of staff, governor and volunteer who has or may have contact with children in the school. Such information along with individual enhanced criminal records check must be stored in a file at the school entitled the Single Central Record (SCR). Our SCR will be kept in one central place - as an excel spreadsheet along with certain evidence in personnel files.

The SCR is administered by a senior administrator at the school. Entries into the database must also record the date which the entry has been made. It must contain information on every adult employed or coming into contact with children on a voluntary basis as follows

1. Name
2. Date of birth
3. Enhanced criminal records check viewed but number only to be kept on record
4. Address.
5. Details of qualifications - including date verification was made by SCR administrator
6. Record of references received
7. Permission to work in UK if not British

Items 1 and 2 should be taken from a statutory photographed document such as a passport
Item 3: Criminal records check document must not be held by the free school in any personnel file - the school must only keep a record of the number - individuals must keep his/her copy

Item 4:- evidence must be taken from an original official document such as a utility bill

Item 5:- original documents must be produced which relate to the job which the person holds at the school - details of these must be recorded on the register - it is usual for schools to keep photocopies in staff files of originals presented

Item 7: work permits, visas and/or any other foreign nationals' documents as necessary

If appropriate dates when individuals undertook Safer Recruitment training and Child Protection training will be recorded within the SCR database.

Criminal records checks are obtained from a statutory non- departmental public body called the Disclosure and Barring Service (DBS). As an academy all governors, staff and volunteers must receive an enhanced criminal records check. The chair of governors is responsible for ensuring that appropriate checks are carried out on all personnel who could potentially come into contact with children.

The governing body must obtain an enhanced criminal records check for:

- All staff who are employed to work at the school.
- Any volunteers that the school has recruited to work unsupervised regularly with children.
- People brought into the school to provide regular additional teaching or instruction for pupils but who are not staff members; for example, a specialist sports coach or artist.
- All governors.

We will ensure that any external agency provides written notification that they have carried out the checks on supply or agency staff.

Governors and senior members of staff responsible for staff selection processes must undertake Safer Recruitment Training.

8. Monitoring and Evaluation

- Maintain a clear written statement of the standards of behaviour and boundaries of appropriate behavior expected of staff and students and ensure it is understood and endorsed by all
- Ensure appropriate induction and Safer Recruitment training Offer
Regular briefings and discussion of relevant issues
- Monitoring Staff Turnover

Bohunt will monitor both the recruitment process and induction arrangements by monitoring the following:

- Keep records of staff who have completed safer recruitment training. Staff turnover and reasons for leaving
- Exit interviews
- Attendance of new recruits at child protection training

Policy created: May 2016

Responsible Committee: Full Governors

Next review: October 2016