

SAFER RECRUITMENT POLICY

Status: Statutory

Member of Staff Responsible: Executive Principal / Business & Operations Director

Associated policies and documentation:

- Safeguarding & Child Protection policy
- Equal Opportunities [Staff]
- Equality Act 2010
- Health and Safety Policy
- Anti-bullying Policy
- Staff Handbook

Implementation date: September 2016

Review date: November 2019

Next review date: November 2020

Introduction

This policy has been developed in accordance with the DfE Guidance “Keeping Children Safe in Education” September 2018 and “Working together to safeguard children” August 2018.

The Trust takes seriously its responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of students and to work together with other agencies to ensure arrangements within the UTC Sheffield are effective in protecting students.

This policy should also be read in conjunction with other policies relating to the welfare of students, in particular the policies listed on the front cover of this policy.

Statement of Principle

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our students. The UTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to and competent in their roles.

The UTC recognises the value of and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such, it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin religion or creed.

The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to the UTC. It also sets out the minimum requirements to:

- attract the best possible applicants to vacancies;
- deter prospective applicants unsuitable for work with children;
- identify and reject applicants unsuitable for work with children.

Recruitment Procedures

The following procedures and practices are in place to ensure the safe recruitment of staff.

Stage 1: Advertising and Inviting Applications

All advertisements for all posts will clearly stipulate the stance adopted by the UTC by the inclusion of the following statement:

“We are an employer who values equality and diversity and we are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to have an enhanced DBS check and be subject to safer recruitment procedures”

Stage 2: Application Pack

Prospective applicants will be supplied with the following:

- The UTC Application Form (which will include the information listed in the DfE Guidance booklet on Safer Recruitment);
- Job Description and Person Specification; these will include references to the responsibility of all staff for safeguarding and to promote the welfare of students, as well as including suitability to work with children as an essential criterion;
- Further information about The UTC, including its values and its Code of Conduct for staff; the recruitment pack will include this statement: 'The UTC is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service check'
- All applicants must complete the application form in full; CV's will not be acceptable.

Stage 3: Applicant Selection/ Short-Listing

- Candidates for the post and who are suited to the job description and person specification following analysis of their applications will be short-listed, following consultation between the Principal (or a person to whom this has been delegated) and other staff involved in the interview process. In the event of large numbers applying for a particular post, the selection criteria will be further refined so as to select those who have scored most highly against the short-listing criteria.
- Telephone interviews may be used at the short-listing stage to establish suitability for interview, but will not be a substitute for a face-to-face meeting as part of the final selection/interview process.
- At least 2 references will immediately be requested for all short-listed candidates. If references do not arrive before the time of interview, any job will not be offered until satisfactory references are received and approved.

Stage 4: Interview

- Prior to embarking on the interview process and on point of arrival, candidates selected for interview will be asked to provide:
 - proof of identity;
 - actual certificates of qualifications;
 - eligibility to live and work in the UK;
 - If a person has worked outside of the UK further checks may be made if deemed appropriate.
- The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and the questions and tasks will range to encompass knowledge, skills, competence and qualities needed for the particular post.
- The UTC will endeavour to ensure that at least one representative involved in the interview process has undertaken the Safer Recruitment on-line training.

- Candidates will always be required:
 - to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
 - to declare any information that is likely to appear on a DBS disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

References

At least 2 references will be sought directly from referees and will be requested immediately upon shortlisting. References or testimonials provided by the candidate are never accepted. Open references 'To whom it may concern' and so on will not be accepted if they fail to include date evidence or are without obvious authorisation.

Where candidates are currently working in a school / have previously worked in a school one reference MUST be from the Head Teacher / Principal.

In all cases of applicants being invited to interview, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges and retained on the personal file of the individual appointed.

In all cases of applicants being invited to interview, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies.

Stage 5: Successful Candidate - Pre Employment Checks

The candidate will be required to provide all of the following prior to taking up the post (if they have not done so already at the interview):

- receipt of at least two satisfactory references;
- verification of the candidate's identity;
- a list 99 check or emerging practice demanded by the ISA;
- a satisfactory Enhanced DBS check including prohibition from teaching check
- verification of the candidate's medical fitness (via a confidential health questionnaire or medical test dependent upon post);
- verification of qualifications;
- verification of professional status where required e.g. QTS status (unless properly exempted);
- (for teaching posts) verification of successful completion of statutory induction period;
- the production of evidence of the right to work in the UK Stage.
- Overseas checks as per the guidance

Staff Induction

All staff who are new to The UTC are required to undertake induction training, which will include the UTC Sheffield safeguarding policies and specific induction in Safeguarding and Child Protection; Counter-Bullying and guidance on Safe Working Practices (see the staff handbook / induction checklist).

Newly appointed staff including temporary and volunteers, will have initial training in child protection as part of their induction programme. They will be made aware of the UTC and local Safeguarding Children Board procedures as part of that induction programme. They will be asked to sign to say they have read and understood the Safeguarding Policy, staff code of conduct and a copy of Part One the government guidance 'Keeping Children Safe in Education 2018'.

Regular meetings will be held during the first twelve months of employment between the new staff and their appropriate line manager(s).

There is a Statutory Requirement for the provision of the Protection of Children Act and List 99 scheme to be applied where employees work in the provision of care services to children. Employees at a UTC who are dismissed, who resign in circumstances which may have led to dismissal, or where a disciplinary transfer has occurred on the grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Disclosure and Barring Service.

Central Record or Recruitment and Vetting

The UTC will maintain a central record of recruitment and vetting checks, in line with the DfE requirements (see below). It will include:

- all staff who are employed to work at the UTC;
- all staff who are employed as supply staff to the UTC whether employed directly by the UTC or through an agency;
- all others who have been chosen by the UTC to work in regular contact with children. This will cover volunteers, Governors who also work as volunteers within the UTC and people brought into the UTC to provide additional teaching or instruction for students but who are not staff members, e.g. a specialist sports coach.

Rehabilitation of Offenders Disclosure

All posts within The UTC are exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare spent and unspent convictions, cautions and bind-overs; including those regarded as spent and has an Enhanced DBS check. A previously issued Criminal Records Disclosure Certificate / DBS certificate will only be accepted in certain restricted circumstances.

Such disclosures will not be considered as part of the short-listing process. They will become part of the interview process in order to allow the candidate the opportunity to discuss the matter. Such information will not necessarily bar a candidate from employment. If the candidate is not successful, then the information will not be retained and destroyed after six months.

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

Data Protection Issues

Employees are entitled to see and receive, if requested, copies of their employment references. Further disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the ISA code of practice.

Supply Staff

For the purposes of creating the record of checks for supply staff provided through a supply agency, the UTC will request written confirmation from the supply Agency that it has satisfactorily completed all relevant checks. Access to the check is only required where there is information contained in the DBS check. Information disclosed as part of a DBS check will be treated as confidential. Identity checks will be carried out by the UTC to confirm that the individual arriving at the UTC is the individual that the agency has referred.

Peripatetic and Associate Staff

For the purposes of creating the record of checks for peripatetic staff (for music, sports, etc.) the UTC will require all necessary checks and DBS requirements are fulfilled.

Volunteers

Where volunteers are likely to have regular, on-going and unsupervised access to students, the appropriate checks listed above will be undertaken and the Volunteers Policy will be adhered to.

Contractors

The UTC will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. Contractors not DBS checked will be escorted by the BSO at all times.

Visitors

All visitors will be signed into the UTC at Reception and will receive a visitor's badge. There are different coloured lanyards **BLUE** for DBS checked visitors. These visitors can move around the UTC freely. Visitors with a standard **RED** badge **MUST** be accompanied at all times as they are not DBS checked. Staff and students are aware to challenge any visitors around the UTC who are unaccompanied when they should be. Staff lanyards are **LIME GREEN** and student lanyards are **BLACK, PURPLE, GREEN** and **ORANGE**.

Staff are aware of safeguarding good practice at all times with regard to visitors. Students are not be on their own with visitors or employers who are not DBS checked and we have strict protocols about contact with employers

Additional Notes

The UTC requires staff who are convicted or cautioned for any offence during their employment with the UTC to notify immediately their local Principal in writing of the offence and penalty.