



Safer Recruitment Procedure

Status: Statutory

1. Purpose

This document describes the recruitment procedure for all teaching and support staff, and volunteers, at Denefield School. All provisions of the Keeping Children Safe in Education (September 2019) are incorporated within this procedure.

2. Who does this guidance apply to?

The guidance applies to all people working or applying to work in the school. This includes teaching staff, support staff, trustees, volunteers and other people that may work with students.

3. Delegation

Decisions concerning the need to recruit staff, outside of the leadership team, are delegated to the Headteacher by the Trust Board. All such decisions will be made in the context of the relevant curricular needs and financial circumstances.

Decisions concerning the remuneration for teaching posts will be made in accordance with the Teachers' Pay Policy. Decisions concerning the remuneration for support staff will be informed by the relevant pay scale and, the results of a bench marking exercise against similar roles in local schools.

4. Equal opportunities

The school is committed to equality of opportunity for all. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.

The recruitment and selection process should be applied fairly and consistently to all applying for positions within the school regardless of gender, race, marital status, national or ethnic origin, nationality, disability, sexuality, sexual orientation, age, religion, trade union membership/non membership, status or number of hours worked.

5. Advertising posts

The Headteacher will liaise with Human Resources Manager to determine where and how to advertise the post; nationally, locally or internally.

Teaching staff posts:

Advertisements will be placed on the school website. In addition, the post may be advertised with The TES and/or with a recruitment agency where experience indicates that this may be necessary to attract a suitable field.

Support staff posts:

Advertisements will be placed on the school website, shared to parents via the school's communication platform and, where experience indicates that it may be necessary in order to

attract a suitable field, via Greensheets and/or in local newspapers. In some cases, certain posts may be advertised in local post offices, village notice boards etc.

In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising.

Where staff are invited to take on a management or leadership responsibility for a fixed term, in an acting capacity, the acting post will be advertised internally.

Prior to all advertisements going live, the relevant job description and person specification will be reviewed by the line manager and approved by a senior member of staff.

Content of advertisements

Teaching posts

Advertisements will specify the main subjects to be taught and/or the nature of any management responsibility, the start date of the appointment, whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract. The remuneration for the post will be expressed in terms of the applicable pay scales for teachers. The closing date for applications will be stated as will the interview date where possible.

Support staff posts

Advertisements will specify main responsibilities, whether the role is term-time only, hours per week, the start date of the appointment, whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract. The remuneration for the post will be expressed in terms of the local government pay grade and will reflect the actual salary range associated with the post (not FTE). The closing date for applications will be stated as will the interview date where possible

Safeguarding statement

Advertisements for roles will include the following sentences:

‘Denefield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks. CVs will not be accepted.’

Application process

Prospective applicants will respond to the advertisement by requesting or downloading further information which will include a person specification, a job description and an application form. The application form will be returned to the school by the specified closing date accompanied, in the case of teaching staff applications, by a supporting letter. Any form of curriculum vitae is not acceptable in place of a completed application form.

6. Selection process Shortlisting

Shortlisting of the most suitable candidates will take place as follows:

- For the post of Headteacher, by a panel of trustees including the Chair of the Trust Board
- For the post of Deputy Head, by the Headteacher and a panel of trustees
- For the post of Finance and Business Director, by the Headteacher and a panel of trustees
- For the post of Director of Teaching and Learning and Strategic Partnerships and for assistant headteachers, by the Headteacher and a panel of trustees

- For other teaching posts, by the Headteacher together with members of the Senior Leadership Team and/or the relevant Standard/Curriculum Leader as appropriate.
- For support staff, by the HR Manager and the Line Manager and, for more senior support roles, the Headteacher.

The shortlisting will be carried out by considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the post holder and will be based upon the person specification.

Application forms should be checked to ensure that dates line up and there are no unexplained gaps in employment history. If there are gaps, contact should be made with the applicant to obtain further information or the need to take this up at interview should be highlighted.

7. References

References will be requested for all applicants, including internal applicants, following shortlisting. Referees will be asked to complete the school reference request form which asks for confirmation about the suitability to work with children and whether the applicant has been subject to any disciplinary procedures.

For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received in order to reduce the time from the closing date to making the appointment.

References will be requested directly from the referee and open references will not be accepted, for example in the form of 'to whom it may concern' testimonials. References should be sought from a senior person within the organisation and not, for example, a colleague. If a candidate for a teaching post is not currently employed as a teacher, it is also advisable to check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

On receipt, references will be checked by the HR Manager to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate: for example, if the answers are vague. References will be compared for consistency with the information provided by the candidate on their application form. Where necessary, clarification will be sought by telephone and a record of the conversation will be kept on file. Any discrepancies should be taken up with the candidate at interview.

Electronic references will be vetted to ensure they originate from a credible source. Referees will be contacted via the organisations main contact telephone number as listed on the organisation's letterhead/company profile. Direct dial or personal telephone numbers should not be used.

Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Teachers Service system).

A minimum of two references should be obtained for external applicants and one reference for internal candidates. Where reference responses provide very little or inadequate information, consideration should be given to taking up additional references.

At least one reference for a successful candidate will be verbally verified by a senior member of staff to confirm the reference has been completed by the named person, and to discuss the content of the reference. In the case of the Headteacher, the Chair of the Headteacher's

Appointment Panel will verbally verify both references with the referees. A record of this conversation will be kept on file.

Internal references

Referees should be employed in a more senior position than the candidate and must not be part of the interview panel for the advertised post.

Character references

Character references will only be accepted where a candidate has been out of work for an extended period of time. References will not be accepted from family members, including extended family members. Where possible referees should be an upstanding member of the community. Clarification on the suitability of a referee should be sought from the HR Manager.

8. Calling for interview

Invitations to interview will include details of all arrangements such as date, time, panel members, and length of the selection process and selection activities. Candidates will be reminded that the interview is used to assess their suitability for the job as well as their suitability to work with children. Candidates will also be asked to bring all relevant documents, such as DBS disclosures where available, proof of qualifications, proof of identity, documentation providing their right to work in the UK. Only original documents will be accepted and copies will be taken and certified to be kept on the school file.

9. Interviews

On arrival at Denefield, candidates will sign in at reception where they will be asked for their documentation. Only original documents will be accepted and these will be scrutinised by an appropriate member of staff in order to verify authenticity, prior to copying for school records. Any concerns or discrepancies will be relayed to the chair of the interview panel and taken up with the candidate during the interview. DBS certificates are not be retained on file once a recruitment decision has been made. Documents that have been copied for a candidate that is not appointed will be shredded at the end of the selection process.

Tour of school

Teaching posts:

Candidates will have a tour of the school. And where possible, this will be conducted by Sixth Form students (subject to suitable DBS clearance being in place).

Support staff posts:

Candidates will be given a tour of the school by a member of staff. Students should not conduct these tours unless accompanied by a member of staff.

Demonstration lessons and presentations

Teaching posts:

Candidates may be asked to give a demonstration lesson. If this is used as part of the selection process, the teaching group will be one which is not likely to present behavioural difficulties. In many cases, more than one teaching group will be involved and care will be taken to ensure that the teaching groups used provide similar opportunities for the candidates to demonstrate their teaching style and skills. Each lesson will be observed by at least one member of staff.

TLR posts:

Candidates for posts which include a major management responsibility may be asked to give

a presentation about a management related topic. The presentation will be of 10 to 15 minutes duration.

Formal interview

The formal interview panel will generally include:

- For a teaching post, the Headteacher, a Deputy Head or Assistant Head and the relevant line manager
- For Assistant or Deputy Head posts, a panel of trustees and the Headteacher □ For the Headteacher post, a panel of trustees, including the Chair of the Trust Board. □ For support staff posts, the HR Manager and the line manager.

For all posts, at least one person on the interview panel must have current accreditation in Safer Recruitment by the DfE and a minimum of two people must make up the panel.

Interview questions

The panel will convene before the start time for the interviews in order to agree the questions that the candidates will be asked.

Interviews should normally be of 20 to 40 minutes duration. All candidates will be questioned about their employment history. Any breaks in employment will require justification.

The core interview questions should be the same for each candidate and must include a selection of safeguarding questions. The only variation between candidates will be for those questions which refer directly to the application form, letter of application, references or issues that have arisen earlier in the selection process.

At the end of the interviews, the candidates should be asked if they have any questions for the panel.

Teaching posts - The chair of the panel (normally the Headteacher) will ask the candidate to confirm whether he or she is still a firm candidate for the post.

For support staff - The chair of the panel (normally the HR Manager or Line Manager) will then confirm the salary for the candidate and ask whether he or she is still a firm candidate for the post.

Making the final selection

The panel will make the final selection. The reasons for the unsuccessful candidates not being appointed will also be agreed so that the chair of the selection panel can provide feedback to those candidates.

The successful candidate will be formally offered the post, subject to the completion of pre-employment checks being completed to the school's satisfaction.

The unsuccessful candidates will be informed of the decision and, wherever possible, they will each be offered feedback on their interviews. Interview notes for unsuccessful candidates will be kept on file for six months, after which they will be destroyed in line with the school's retention policy

10. Confirming the appointment and taking up the post

A letter and contract of employment confirming the offer of the post will be sent to the successful candidate as soon as practically possible following the interview. The letter will ask the candidate to confirm their acceptance of the post, by signing and returning the contract of employment. The offer of appointment must be conditional on satisfactory completion of the following pre-employment checks:

- Verification of the candidate's identity
- references that are satisfactory to the Headteacher
- Sight of the candidate's DBS certificate, including a check of the children's barred list, showing clearance which is satisfactory to the Headteacher
- Satisfactory overseas police checks, if the candidate has lived or worked outside the UK for six months or more within the last five years
- Verification of the candidate's mental and physical fitness to carry out their work responsibilities
- Verification of the candidate's right to work in the UK
- Verification of the candidate's professional qualifications, as appropriate
- Confirmation that a candidate employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State for Education or any sanction or restriction imposed by the GTCE (prior to March 2012)
- Confirmation that a person taking up a management position is not subject to a section 128 direction made by the secretary of state.

Where an enhanced DBS certificate is required, the application must be completed by the candidate before, or as soon as practical, after the person's appointment. If the candidate commences work prior to the DBS clearance being received, and no existing enhanced certificate with barred list checks is available to view, a separate barred list check must be completed and the candidate will be required to attend a formal risk assessment meeting with the Headteacher and the HR Manager. The candidate must be adequately supervised until satisfactory clearance is received.

Where a declaration is made, or a DBS check reveals a positive disclosure of concern to the HR Manager, the candidate will be required to attend a formal risk assessment meeting with the Headteacher and HR Manager.

The school reserves the right not to proceed with, or to terminate, employment with immediate effect if the DBS certificate reveals convictions which have not been declared in the application process, or if any of the documents referred to above are found to be falsified in any way.

11. Induction

All new employees, permanent or temporary, should have an induction programme. Equally, volunteers and contract staff should be appropriately introduced to staff. The content and nature of the induction will be specific to the role and the previous experience of the new starter.

A new starter's induction will include information about:

- Policies and procedures in relation to safeguarding and promoting the welfare of children, e.g. anti-bullying, racism, e safety, health and safety
- Safe practice and standards of conduct and behaviour expected of staff
- Other relevant procedures (disciplinary, capability, whistle blowing, code of conduct)
- Safeguarding training (face to face course)
- Information on the role of the designated lead for safeguarding
- Part 1 of the DfE Keeping Children Safe in Education Guidance.

12. Other people in school

The school is required to have information about other adults on site between the hours of 8.00am and 4.00pm. In respect of these adults, arrangements must be put in place to ensure appropriate checks take place or suitable supervisory arrangements are put in place. Outside of these hours, any students on site would be under the direct supervision of a member of the school's staff.

Trustees and members

All academy trustees and members are subject to the following of checks which should be completed before they take up the post.

- An enhanced DBS check
- A section 128 direction check
- Identity checks
- Checks to confirm their right to work in the UK
- Any other checks deemed necessary where the trustee has lived or worked outside the UK

Any trustee or member engaging in regulated activity will also need a barred list check (conducted alongside the enhanced DBS check).

On first appointment, the Chair of the Trust Board must apply to the DfE to obtain an enhanced DBS certificate which is counter signed by the Secretary of State.

Trainee and student teachers

Trainee teachers are subject to the same pre-employment checks as a permanent member of staff. The responsibility for these checks will differ depending on the route that the trainee teacher is following:

- 1) If the school is paying the trainee teacher (i.e. salaried route), the school is responsible for all pre-employment checks and as such the candidate would be subject to the same checks and conditions imposed on all new members of staff.
- 2) If a trainee teacher is on a fee funded route, all pre-employment checks are the responsibility of the teacher training provider. In these circumstances, the training provider will provide Denefield School with written confirmation that the appropriate checks have been completed to their satisfaction. The candidate is expected to present the school with their original DBS certificate and photo ID on their first visit to the school.

For any candidate where checks have not been fully completed, or evidence has not been received, they will need to be escorted in school between the hours of 8.00am and 4.00pm.

Volunteers

Volunteers are required to complete a recruitment process which includes an application form, references, interview and safeguarding training. The requirement for an enhanced DBS check will depend on the level of supervision of the volunteer. However, any volunteer working in regulated activity will need to obtain an enhanced DBS certificate (including the children's barred lists).

A volunteer should not begin volunteering until all checks have been completed and under no circumstances should a volunteer for whom no checks have been obtained be left unsupervised in school or on a visit.

Supply staff

It is the responsibility of the agency providing the member of supply staff to complete the all relevant employment checks. The agency must provide written confirmation that all checks have been completed to a satisfactory level prior to the candidate being admitted for work. On arrival at Denefield School, the candidate will be asked to present their DBS certificate and photo ID for scrutiny.

Where confirmation of employment checks and/or photo ID has not been received for supply staff, these staff will be supervised.

Contractors

Where possible, DBS requirements and supervision arrangements should be made with contractors prior to their arrival on site. Companies that regularly carry out work for schools are able to gain the appropriate level of DBS check before arrival at school.

The legal level of DBS check required for contractors will vary for each situation and is therefore very difficult to monitor. For this reason, the school will only allow those contractors that hold a DBS check which includes the children's barred lists to be unsupervised on the school site between the hours of 8.00am to 4.00pm. The DBS certificate, along with photo ID, must be presented to reception on arrival and access arrangements will be confirmed at that point. A certificate number alone or a DBS certificate, not supported by photo ID is insufficient for a contractor to enter the school site.

Should a contractor not hold the school's required level of clearance, or not be able to produce the required documents to evidence this, measures may be put in place for an appropriate member of staff to supervise the contractor. Or arrangements, may be made for them to return to the school site when students are not in school. Supervision may not mean that the contractor must be accompanied at all times. Depending on the area, task and duration, regular checks on the contractor may suffice. This should be raised with the Office Manager beforehand, who, where appropriate, will seek authorisation from the Headteacher (or the person delegated to make that decision).

13. Single Central Record

The pre-employment checks undertaken by the school for staff, trainee teachers, volunteers, trustees and members are recorded on the school's Single Central Record (SCR).

A record is also kept in respect of any supply staff attending the school, the agency responsible for making those checks and the date that the information was provided.

Monitoring and evaluation

The HR manager will monitor the implementation of this procedure to ensure it complies with the requirements listed above. The procedure will be reviewed by the FPPPA committee on a regular basis.

Date established by FPPAC : October 2019

Date of next review: October 2020