



New Haw Community School



SAFER RECRUITMENT POLICY



Introduction

Safeguarding and promoting the welfare of children is an integral factor in the New Haw Community School recruitment process and plays an essential part in creating a safe environment for children and adults.

This policy sets out the duties and responsibilities of all staff at the school in relation to recruitment and vetting staff, contractors or volunteers and for providing a safe learning environment.

The measures described in this policy are applied in relation to everyone who works at the school including those who may not have direct contact with as a result of their job. This includes office staff and workers not on the payroll, eg staff employed by contractors. We comply with Safer Recruitment best practice and comply with Surrey Safeguarding Children Board procedures and ensure that all supply agencies and many contractors supplying services to the school use Safer Recruitment practices.

Safer Recruitment Training

Since January 2010 the School Staffing Regulations require that every recruitment panel for a school-based post must include at least one member with safer recruitment training. At New Haw the following people hold this certificate and therefore at least one will be involved in every recruitment process:

- Marie Cahill (Executive Headteacher)
- Emma MacKenzie (Business Manager)
- Jan Keating (Deputy Head of School)
- Joan Read (Governor)

Elements of Safer Recruitment

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. The school uses the LA application form for all candidates.

Main elements of the process include:

- establishing members of the recruitment panel;
- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children;
- ensuring that the person specification includes specific reference to suitability to work with children;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies making sure that there

are no gaps in the candidate's life and employment history and that any gaps are investigated and documented, with reasons, in the interview file;

- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post;
- verifying the successful applicant's identity;
- verifying that the successful applicant has an academic or vocational qualifications claimed;
- checking his or her previous employment history and experience;
- verifying that s/he has the health and physical capacity for the job;
- the mandatory DBS Barred list check (which replaced List 99) and a DBS certificate (which replaced the CRB disclosure in January 2013);
- verifying the right to work in the UK and police checks (for overseas candidates);
- Prohibition Register checks (teaching staff)

The checklist at Appendix 1 is used to sign off each stage of the process and is filed as a permanent record at the end of the process along with all correspondence pertaining to the interview and references.

Interviews

The selection process for people who work at New Haw always includes a face-to-face interview even if there is only one candidate.

The candidates whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for interview.

At the interview, the identity of the candidates is verified by checking original documents such as ID documents (passport, driving licence) and certificates to ensure the person is who he or she claims to be.

The successful candidate will be required to complete an application for a DBS certificate using the DBS Revised and Enhanced Identification Checking Guidelines (effective from July 2014). A satisfactory certificate in line with current child protection legislation must be received before the successful candidate is allowed to take up the post.

Conditional offer of Employment – pre-employment checks

An offer of appointment to the successful candidate will be conditional upon:

- The receipt of at least two satisfactory references (if those have not already been received – see below); the reference forms include specific questions to verify the

suitability of the candidates to work with children and to establish whether candidates have had any disciplinary offences relating to children.

- Verification of the candidate's identity (if that could not be verified at interview);
- A satisfactory enhanced DBS Disclosure Certificate; disqualification by association check;
- A separate barred list check for individuals who start work in regulated activity before the DBS Certificate is available (school based staff only);
- Verification of the candidate's medical fitness;
- Verification of qualifications (if not verified at interview);
- Verification of professional status where required eg Qualified Teacher Status (QTS) (unless properly exempted);
- Verification of previous employment history and experience, including exploration of any gaps and anomalies;
- (For teaching posts) verification of successful completion of statutory induction period (applied to those who obtained QTS after 7 May 1999);
- (For teaching posts) check the Prohibition Register (using Employer Access Online)

(NB In any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed).

Post-Appointment: Induction

There is an induction programme for all staff newly appointed to our school, including teaching staff, regardless of previous experience. The purpose of the induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately

The induction programme includes information and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare, eg child protection, anti-bullying, e-safety and local child protection and safeguarding procedures – as referred to by the Surrey Safeguarding Children Board;

- safer working practice and the standards of conduct and behaviour expected of staff and children at New Haw Community School;
- how and with whom any concerns about these issues should be raised;
- and other relevant personnel procedures, eg disciplinary, capability and whistleblowing;

The Single Central Record

We keep a Single Central Record as described in DfE guidance. The School Business Manager is responsible for the day to day up keep of the SCR as directed by the Headteacher. The Single Central Record includes all employees, supply staff, relevant consultants (those involved in regulated activity), trust directors and volunteers. The central record must indicate whether or not the following have been completed:

- Identity checks;
- Barred list check (as relevant for those engaged in regulated activity);
- DBS certificate (previously an enhanced CRB disclosure); disapplication by association check list;
- Qualification checks for any qualifications legally required for the job, eg those posts where a person must have QTS;
- Prohibition from teaching check;
- Checks of permission to work in the United Kingdom; and
- Further overseas criminal records checks where appropriate (see 'Safeguarding Children & Safer Recruitment in Education – DfES 2006 – paragraphs 4.65 to 4.71 for advice on staff who have lived or worked outside the United Kingdom).

Supply Staff

We require supply agencies to comply with 'Safer Recruitment' practices and we seek written confirmation from each agency to this effect. We require the DBS certificate reference number for each agency worker in order that this can be recorded on the Single Central Record.

In addition, we seek to verify the identity of each agency worker when they arrive on site and these checks are also recorded.

Policy Reviewed:	February 2019
Next Review:	Spring Term 2022

Appendix 1

RECRUITMENT & SELECTION CHECKLIST

Role advertised:	
Date advertised:	
Name of manager completing checklist:	

PRE-INTERVIEW	Initials	Date
<p>PLANNING</p> <p>Timetable decided; job spec & description and other docs to be provided to candidate reviewed & updated as necessary. Application form seeks all relevant information and includes statements regarding references, safeguarding etc.</p> <p>Establish recruitment panel and ensure they are involved at all stages of selection process, e.g. scrutinising application forms, shortlisting, interviews and resolving anomalies and discrepancies where applicable</p>		
<p>VACANCY ADVERTISED</p> <p>Advertisement includes safeguarding statement and need for successful candidate to be DBS checked</p>		
<p>APPLICATION FORM (on receipt)</p> <p>Scrutinised – any discrepancies/anomalies/gaps in employment history noted to explore if candidate is considered for shortlisting</p>		
<p>SHORTLIST PREPARED</p>		
<p>REFERENCES</p> <p>Sought directly from referee on shortlisted candidates; ask recommended questions; include statement about suitability of candidate for the post and for working with children</p>		
<p>INVITATION TO INTERVIEW</p> <p>Includes all relevant information & instructions</p>		
<p>INTERVIEW ARRANGEMENTS</p> <p>At least 2 interviewers; questions to be agreed in advance</p>		

INTERVIEW & POST INTERVIEW	Initials	Date
SUITABILITY FOR THE POST Interview explores applicant's qualifications, knowledge and skills, aptitude and ability as well as suitability to work with children		
IDENTITY Identity and qualifications of successful candidate verified on day of interview by scrutiny of appropriate original documents: copies taken and placed on file; where appropriate, candidate completes application for DBS disclosure and Disqualification by Association form.		
PREVIOUS EMPLOYMENT & EXPERIENCE Interview explores applicant's previous employment and experience in order to verify claims on application form		
CONDITIONAL OFFER OF EMPLOYMENT Offer of employment is made conditional upon satisfactory completion of the following pre-appointment checks and probationary period		
REFERENCES (If not obtained previously)		
IDENTITY (If that could not be verified at interview)		
QUALIFICATIONS (if not verified at interview)		
PERMISSION TO WORK IN UK (Where applicable)		
DBS CLEARANCE		
HEALTH CLEARANCE (candidate mentally & physically fit as required by post)		
DBS BARRED LIST CHECK		
PROHIBITION REGISTER (teachers only)		
QTS (where required)		
INDUCTION (Safeguarding training; basic H&S awareness; e-Safety; staff code of conduct etc)		