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1.0 POLICY STATEMENT

Safeguarding and promoting the welfare of children is **everyone's** responsibility. Everyone who comes into contact with children, their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all employees must make sure their approach is child-centered. This means that at all times they must consider what is in the best interests of the child.

All school employees have a responsibility to provide a safe environment in which children can learn. It is therefore essential that the school's recruitment and selection procedures and other human resources management processes help to deter, reject or identify people who might present a risk to children, who might abuse children and are unsuited to work with children.

The recruitment and selection procedures that the company have in place are robust and in accordance with:

- Keeping Children Safe in Education 2016 statutory guidance issued by the DfE;

- The Equality Act 2010;
- The Education and Skills Act 2008, section 128;
- Part 4 of the Schedule to the Education (Independent School Standards) (England) Regulations 2014;
- The Teachers' Disciplinary (England) Regulations 2012; and
- The Data Protection Act 1998

The recruitment and selection procedures are specifically designed to safeguard children and young people.

Safeguarding and promoting the welfare of children and young people is an essential part of creating a safe environment for children and young people to learn, grow and develop. Safer recruitment is one aspect of safeguarding and promoting the welfare of children. The Keeping Children Safe in Education statutory guidance for schools and colleges outlines the schools responsibilities to safeguard and promote the welfare of children.

This Policy applies to all people who wish to work with children and young people through a role in a company education service. The Policy provides specific and detailed guidance on recruitment and vetting checks which must be carried out to ensure effective safeguarding in recruitment.

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

2.0 EQUAL OPPORTUNITIES

The company recognises the importance of having a diverse workforce attracting candidates from different backgrounds with a range of skills, knowledge and abilities. The company is committed to applying its equal opportunities policy at all stages of the recruitment and selection process. Any candidate with a disability will not be excluded, unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process can be made to ensure that no candidate is disadvantaged. Candidates are made aware of this when invited to participate in the selection process. The Company is committed to genuine equality of opportunity and the recruitment and selection process will be applied fairly and consistently to all.

3.0 RESPONSIBILITIES

The Principal/Head Teacher is responsible for the internal organisation, management and control of the school. It is the responsibility of the Principal/Head Teacher to ensure the recruitment and selection of staff and volunteers is in line with this policy and legislation. The Principal or Head Teacher is supported in this role by the Human Resources Department.

It is the responsibility of the Principal/Head Teacher and other staff involved in the recruitment to:

- Ensure the school operates safe recruitment procedures
- Ensure all appropriate checks are carried out on candidates and volunteers
- Ensure the school operates safe systems for the vetting of contractors and agency workers
- Promotes the safeguarding of children and young people at all times
- Ensure at least one person on the selection panel has completed the Safer recruitment training and attended the in house "Recruitment and Selection" course
- Ensure that selection processes involve more than one person at all times
- Ensure that safeguarding is at the core of the school and is not an add on
- Ensure all staff have basic awareness of safeguarding and abuse

- Ensure that someone in the school has delegated responsibility for child protection

4.0 SAFEGUARDING STATEMENT

It is everyone's responsibility in the school to keep children and young people safe. To achieve this everyone must be committed to preventing unsuitable people from working with children and young people, promoting safe practice, challenging poor and unsafe practice and report any instances where there are grounds for concerns which places a child's safety or welfare at risk.

5.0 RECRUITMENT AND SELECTION PROCEDURE

5.1 Define the Role

Planning is vital to the success of any recruitment and selection process. The process commences when an employee resigns, with the Principal/Head Teacher making the decision to recruit to the existing post or to identify if the needs of the school have changed requiring a different role. In the majority of situations the decision will be to recruit to the forthcoming vacancy, except in situations where a restructuring is taking place, where the position may be needed for redeployment or where the staffing to children/young people ratios are out of balance.

The first step is to ensure the job description and person specification are up to date, giving an accurate description and the competencies are identified to fulfil the role.

The job description should set out clearly the extent of the relationships and contact with children and the degree of responsibility for children in that role.

All job descriptions and person specifications will comply with the Company's Equal Opportunities Statement and legal requirements. All candidates will be short-listed and interviewed against an agreed person specification and will be expected to show a commitment to working with the Company's Equal Opportunities Policy, Safeguarding Policy, Health and Safety policies and all Company policies and procedures.

If the decision is to proceed, the Principal/Head Teacher will liaise with the Human Resources Department on conducting the recruitment and selection process, including agreeing the timetable for each part of the process. At this point the Principal/Head Teacher is required to confirm who will be on the selection panel, the date and venue and what the selection process will consist of. It is important to ensure that at least one person on the selection panel has completed the Safer recruitment training and attended the in house "Recruitment and Selection" course. The Principal/Head Teacher is responsible for ensuring that the Recruitment and Selection Policy and Procedure is carried out within the agreed timescale and as per the policy and procedure.

5.2 Advertising

All vacancies are advertised internally and on the company website. The company's aim is to attract a wide range of suitable candidates. To do this, the Resourcing team will identify suitable recruitment methods and agree the recruitment strategy with the Principal/Head Teacher.

The job advert must include a statement about the company's commitment to safeguarding and promoting the welfare of children. Reference will also be made that the position is subject to an Enhanced DBS disclosure.

The Human Resources Department manage the procedure for candidates to apply for roles. It is recommended that there is a point of contact within the school to which candidates can be referred to for further discussion and clarification about the role. A closing date is normally given, however the company

reserves the right to close the job early when sufficient suitable candidates have applied. It is also advised to include the date of the selection interview, to avoid delays in the selection process.

The HR Department will monitor the candidate response, liaise with the Principal/Head Teacher and collate the equal opportunities data from the recruitment process.

5.3 Application Forms

All candidates are required to complete the company's application form, either in a paper or electronic format. The form must be completed in full to be considered. If an application form is emailed, the candidate will be asked to sign the application form at the selection process.

A Curriculum Vitae (CV) cannot be accepted without a completed application form.

The declaration on the application form requires the candidate to confirm that they are not on the DBS barred list, have been referred to the DBS barred list or live with someone who is on the DBS barred list.

5.4 Internal Candidates

For existing employees, the internal application form must be completed.

5.5 Short-Listing

All application forms will be checked to ensure that they are fully and properly completed.

Incomplete application forms will not be accepted for short-listing

The form will be checked to ensure the information is consistent and to identify any gaps in employment. Any anomalies, discrepancies or gaps in employment or repeated changes of employment will be scrutinised as part of the short-listing process. In the event that the candidate is short-listed for interview all issues arising from the application form must be addressed at the selection process.

The job description and person specification provide the framework from which to short-list candidates.

5.6 References

Candidates are made aware on the application form that references will be taken up **prior** to interview.

The following applies to references:

- Open references (to whom it may concern) or testimonials are never accepted;
- The current or most recent employer and the next previous employer are always taken up;
- The employment history is checked and candidates are informed that previous employers may also be contacted;
- Written references are always obtained and verified with the referee;
- References from family members are never accepted;
- The company reference template is provided to referees to complete to capture specific information;
- Character references may be obtained where the candidate has limited or no work experience;
- Where an Agency is the employer, the Agency will be required to list the schools where the candidate has been placed and the duration of the placement. This will determine whether a reference should be sought from a specific school(s).

The purpose of seeking references is to obtain factual and objective information to support appointment decisions. References are used to confirm dates of employment, information about the candidate's suitability for employment with children, details of sickness absence and whether the candidate has been subject to disciplinary proceedings, reason for leaving etc. If there are any discrepancies, arising from the reference these are checked directly with the referee. The Principal/Head Teacher is responsible for making the final decision of whether to appoint once all recruitment checks are complete. In circumstances where there are undue delays in being able to obtain the recruitment checks, the company reserves the right to withdraw the offer of employment.

The company's reference template provides a framework to obtain specific information from the referee in relation to the candidate.

All offers of employment are subject to satisfactory references, the Principal/Head Teacher must ensure that he/she is satisfied with the references before agreeing a start date. If the Principal/Head Teacher and/or Human Resources are not satisfied with the references obtained, a decision will be made to withdraw the offer of employment.

References will be obtained for short-listed candidates PRIOR to interview.

5.7 Invitation to Interview

The Principal/Head Teacher is responsible for ensuring that the short-listing takes place within the agreed timescale and confirms to the HR Department the following information:

- short-list of candidates
- date, time and venue of interviews
- who is involved in the selection process
- what the selection process will consist of i.e. formal interview and other selection methods
- any special requirements

Sufficient time must be provided to enable references to be obtained prior to interview. At this stage, to avoid delays in the process, a verbal reference can be taken whilst a written reference is awaited.

The HR Department write to each candidate inviting them to the selection process. The letter details the following:

- Details of date, time and venue for interview (map to be provided if necessary)
- What the selection process will consist of i.e. formal interview, written exercise etc
- Details of the documents the candidate is required to bring to interview
- Details of any forms the candidate is required to complete
- Support to candidates with a disability

All short-listed candidates are sent a form to complete requiring them to disclose any conviction or caution, which can be explored at interview with the candidate.

It also requires that the candidate provides evidence of their eligibility to work in the UK. For qualified Teachers, the candidate is required to provide evidence of proof of qualification, Qualified Teacher status and relevant DfE and/or GTC numbers.

5.8 Selection Process

It is recommended that a range of selection methods are used which are relevant to the job role and not to rely solely on an interview. Selection methods could include:

- Interview
- A relevant written exercise to test theory or technical knowledge
- In Tray exercise
- Presentation
- Lesson observations
- Designing a lesson plan
- Role play
- Group exercises to establish how the candidate works in a team
- Psychometric profiling (currently used for management positions only)
- Pupil/student assessment or observation
- For positions that require the use of IT, a relevant test to establish the candidates competence
- For positions that involve substantial involvement with children/young people, an assessment to evaluate the candidates ability to communicate and develop a rapport with children (this must be a supervised activity to safeguard the children)

Ensure that any evaluations that involve children and young people are appropriately structured and supervised.

5.9 Principal/ Head Teacher Responsibilities

- Ensure appropriate selection methods are identified
- Ensure interview questions and selection methods are designed to evaluate the candidates ability and suitability for the role
- Ensure that a member of staff is delegated the responsibility for verifying original documents for eligibility to work in the UK, for the DBS process and qualifications
- Ensure for Teaching posts that all candidates provide evidence of the statutory induction period (QTS applies after 7th May 1999)
- Ensure all those involved in the selection process understand their roles and responsibilities
- Ensure any anomalies, discrepancies or gaps in employment or repeated changes of employment are discussed and recorded during the interview process
- Any jobs in a school are exempt from the Rehabilitation of Offenders Act and candidates are required to declare any convictions, cautions, reprimands or bind overs which have occurred including any that are regarded as "spent". All candidates must be asked and any details declared discussed at interview
- Ensure supplementary questions are used to probe candidates answers
- Ask about attitudes towards children and establish the candidates motives for working with children
- Ensure that it is a 2-way process and the candidate has information about the school and the role
- Ensure all candidates are treated equitably and internal candidates, agency workers and volunteers are subject to the same selection process as external candidates
- Clearly record answers and document decisions and ensure there is a satisfactory written explanation of any gaps in employment

5.10 Formal Interview

The Principal/Head Teacher normally undertakes the role of the chair and prior to the commencement of the formal interviews agrees with the panel members and divides the questions appropriately. All candidates will be asked the same set of questions and will be allocated the same amount of time for their interview. It is important to probe candidate's answers to validate evidence or where the information provided is insufficient or requires further scrutiny. Each panel member is required to score the candidates response against the criteria.

5.11 Making the Appointment Decision

At the completion of the selection process each panel member will score the candidates. The panel will discuss their scores, moderate where necessary and reach agreement. The chair will record the scores on the Interview Record Sheet and sign off. The chair is responsible for ensuring that panel members are consistent in scoring and in the overall decision.

All decisions should be based on the selection criteria within the person specification and job description.

The Principal/Head Teacher is responsible for contacting successful and unsuccessful candidates by telephone to inform them of the outcome of the selection process.

Unsuccessful candidates who have requested feedback, should be given feedback based on the criteria for the job. The selection paperwork must be returned to Head Office without delay in order that the next steps can be carried out. The HR Department produce the formal written offer of employment. If paperwork is incomplete or the requirements of the selection process have not been fully carried out, this will inevitably delay the appointment process.

5.12 Conditional Offer of Employment

An offer of appointment to the successful candidate is conditional upon the following:

5.12.1 *Probationary Period*

All roles within schools are subject to a probationary period of two full terms.

5.12.2 *References*

Receipt of at least two satisfactory references (one of which must be from the current/last employer) prior to the appointment being confirmed and the candidate commencing work.

5.12.3 *Eligibility to work in the UK*

Eligibility to Work in the UK form: verification of the candidate's identify and right to work in the UK. The candidate must produce original documents to evidence their identity and eligibility to work in the UK. The documents are checked and countersigned by the member of staff undertaking this verification process. This is an important part of the vetting process and the Principal/Head Teacher is personally responsible for ensuring the process is carried out thoroughly and is held responsible for the employment of a candidate who is not eligible to work in the UK.

5.12.4 *Disclosure and Barring Service Checks*

Enhanced Disclosures: are for posts involving a far greater degree of contact with children. In general, the type of work will involve regularly caring for, supervising, training, teaching or being in sole charge of children, examples of which are Teachers, Instructors, Learning Support Assistants/Teaching Assistants etc.

The requirement for an Enhanced DBS Disclosure for new appointments to schools is a statutory requirement (School Staffing (England) (Amendment) (No.2) Regulations 2006.

The company undertakes the Enhanced disclosure check (which includes the barred list) on all employees working in the school who may come into contact with the children. The company re-checks employees on a 3 yearly basis.

A candidate who is on a barred list who applies to work with children is committing an offence and should be reported to the Police.

All candidates in schools must complete the DBS application form and provide the appropriate original documents as evidence. The member of staff responsible for the DBS checking process, must ensure that they only accept original documents from the list of “acceptable identity documents” from the DBS applicant’s guide and that they satisfy themselves of the authenticity of the documents. The documents must be photocopied and counter signed by the member of staff undertaking the verification checks.

The company takes its responsibility for the safeguarding of children seriously and for this reason does not allow a candidate to commence employment until the Enhanced DBS Disclosure has been received from the Disclosure and Barring Service and that it satisfies the requirements of the company. The exceptions to this which can be considered are:

- A candidate who has joined the DBS update service, allowing the company to check the status of the candidate’s DBS check on-line. To confirm the original DBS certificate matches the individual’s identity and to examine the certificate to ensure that it is appropriate for working in a school environment and is an enhanced check which includes the barred list information.
- A candidate with an existing Enhanced DBS Disclosure that is less than three months old. The original DBS certificate must be produced and confirmation that it matches the candidate’s identity, is appropriate for working in a school environment and includes the barred list. The candidate can commence subject to them not working unsupervised with children until the company has completed its’ own DBS check. All other checks must be in place.

Information on the DBS check

When considering information disclosed on the Disclosure Form, the Principal/Head Teacher should consider the information in line with the following guidance:

- Whether the candidate has declared any details
- What information the candidate has declared during the selection process at interview and on the Short-listed Candidate form
- Whether the candidate has been open and honest in what they have declared
- The nature, seriousness and relevance of the offence
- When it was committed
- Was it a one off
- Is there a history of offences
- What were the circumstances of the offence
- What has happened since the offence
- Has the candidate been employed and if so, where
- Has the candidate reflected on the circumstances

There is a requirement for a DBS risk assessment form to be completed and advice must always be sought from the HR Department.

Candidates who have lived outside of the UK:

Where a candidate has lived outside the United Kingdom, further checks will be required as the DBS disclosure is not sufficient to establish suitability to work with children. In this situation, advice should be sought from the HR Department.

5.12.5 Medical Clearance

All offers of employment are subject to verification of the candidate's medical fitness (mental and physical) for employment. The Health Questionnaire is used to verify the candidates' medical fitness to work.

5.12.6 Qualification Check

For positions where a qualification is an essential requirement of the job for example a Qualified Teacher's position, the candidate must provide original evidence of the qualification, that they hold Qualified Teacher status and registration with the GTC. Copies of all documents must be taken and endorsed. If the original documents are not available, the candidate must provide a properly certified copy.

Note: If a candidate has a DfE reference number this does not necessarily mean that the candidate has QTS.

For Teaching posts there is an additional requirement of successful completion of the statutory induction period (QTS).

5.12.7 Identity Check

Photographic Evidence: It is important to ensure that the candidate is who he or she claims to be. It is the Policy of the company to ask to see some form of photographic identity such as a passport, driving licence or some other document showing a photograph and details of the candidate for verification.

5.12.8 Teacher prohibition orders

Teacher prohibition orders prevent a person from carrying out teaching work in schools and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a Teacher in such a setting. A prohibition from teaching check will be undertaken as part of the recruitment checking process.

5.12.9 Section 128 Direction

(The Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014

A Section 128 direction prohibits or restricts a person from taking part in the management of an independent school. A person who is prohibited is unable to participate in any management of an independent school as an employee, a governor or trustee. A check for section 128 is carried out as part of the recruitment checking process for management positions.

Candidates are advised not to tender their resignation from their existing employment until the checking process has been successfully completed.

5.12.10 Volunteers

The recruitment of volunteers must follow the same recruitment practice for the employment of staff to ensure the safety and welfare of the children. Volunteers who on an unsupervised basis teach or support children regularly will be considered to be in a regulated activity for which an Enhanced DBS certificate is required.

An enhanced DBS certificate (not including the barred list information) can be obtained for volunteers who are not engaging in regulated activity but have the opportunity to come into contact with children on a regular basis. Employers are not legally permitted to request barred list information on a volunteer who, because they are supervised, is not in regulated activity (Keeping children safe in education paragraph 124).

5.13 Record Retention

The HR Department will retain all interview documentation on candidates for a period of 6 months after which the documents are destroyed (confidential shredding).

Under the Data Protection Act, candidates have the right to request access to the interview documentation related to them. Candidates who wish to access the recruitment documents must make a subject access request within the 6 month period.

5.14 HR Record

The HR Department maintain an electronic HR file for each employee. This information is stored safely and securely in line with Data Protection principles.

5.15 Single Central Record of Pre-employment Checks

Schools must keep an up to date Single Central Record of all staff, supply staff and all members of the proprietor body.

5.16 Agency Workers

Schools must obtain written notification from any Agency they use that the Agency has carried out the checks (in respect of the enhanced DBS certificate including the barred list, written notification that confirms the certificate has been obtained by either the Agency or another business) on an individual who will be working at the school. The school must also check that the Agency Workers presenting themselves at the school is the same person on whom the checks have been made.

5.17 Legal duty to refer to the Disclosure and Barring Service

The Company has a legal obligation to refer to the Disclosure and Barring Service where it considers a worker, employee or volunteer poses a risk of harm or has harmed a child/ children. The DBS's aim is to help prevent unsuitable people from working with children and vulnerable people.

A person who is barred from working with children/young people is breaking the law if they work/volunteer to seek to work/volunteer with children.

5.18 Monitoring

The HR Department will monitor all aspects of the recruitment and selection process.

Equal Opportunities data assessment along with advert analysis is undertaken at the end of each Recruitment and Selection process.