

Safer Recruitment Policy & Procedure

Responsibility:	Human Resources Director
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Version	1

SAFER RECRUITMENT

1. Policy Statement

In line with the Trust's statutory duties under the Safeguarding Vulnerable Groups Act 2006, the DfE Keeping Children Safe in Education guidance and the Protection of Freedoms Act 2012 to safeguard children, the Trust is required to carry out a number of checks on all employees, whether they are permanent, temporary, casual, voluntary, Trust-based supply or agency-based supply.

2. Policy Context

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all employees at the Trust who are required to familiarise themselves and comply with its contents. The Trust reserves the right to amend its content at any time.

3. Introduction

The aims of the Trust's Safeguarding in Recruitment Policy are as follows:-

- To ensure that the best possible employees are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure safeguarding and promoting the welfare of children and young people is an integral factor at each stage of the recruitment and selection process;
- To adopt a safer recruitment process, which helps to promote a safe culture and compliments other 'safety' elements such as health and safety and Trust security;
- To attract and recruit suitable skilled and motivated employees to help raise standards and reduce the risk to children and young people;
- To ensure that those who are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants;

- To ensure that no job applicant is treated unfairly on any grounds including sex, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, religion or belief, disability or age;
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in the "Keeping Children Safe in Education" guidance and the Code of Practice published by the Disclosure and Barring Service;
- To ensure that the Trust meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of employees are responsible for ensuring that they are competent to fulfil the requirements and provisions of this policy. All recruiting managers will undertake safer recruitment training.

The measures described in this policy will be applied to all who are employed to work at the Trust and incorporated within the scope of this policy are employees, contractors, supply staff, volunteers and the like who work at the Trust.

4. Personal Data – Single Central Record

Each School within the Trust holds a central record incorporating all employees (and others) that have contact with children. The record is available to the Senior Leadership Team (at both a local and central level) the Chair of Governors and Governor(s) with specific safeguarding responsibilities. The record details a range of checks as set out by the DfE, and the responsibility for the maintenance of this record is with the Principal, but this function can be delegated to an appropriate person.

5. Equal Opportunities

Fairness in how the Trust recruits and selects its employees plays a significant part in creating an equal opportunities environment. The Trust's aim is that every internal and external applicant who applies for a position within the Trust is considered against criteria, which relates only to the requirements of the job.

RECRUITMENT AND SELECTION PROCEDURE

6. Documents confirming Identification

In accordance with the recommendations of the DfE, the Trust carries out a number of pre-employment checks in respect of all its prospective employees to ensure effective safeguarding.

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications in order for the Trust to verify their name, date of birth and current address.

- current driving licence (including photograph) or passport or full birth certificate; and
- two utility bills or statements (from different sources) less than three months old showing their name and home address; and
- documentation confirming their National Insurance number (P45, P60 or National Insurance card); and
- documents confirming any educational and professional qualifications referred to in their Application Form.

These identification documents will also be sufficient to enable a Disclosure and Barring Service (DBS) check to be carried out (see below).

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change. In all cases original (not photocopy) documents must be provided.

Original documentation in respect of any specific qualifications relevant to the post (e.g. academic qualifications, vocational qualification such as the QTS or in relation to a specific subject field, First Aid or Food Hygiene) that has been entered on the application will also be required.

In the case of teaching staff and many support staff roles, references will may have been sought prior to interview and in other cases shortly thereafter. This applies to all internal applicants as well as external applicants.

Trust appointments are always subject to receipt of satisfactory references and satisfactory screening and vetting.

7. Advertising

Adverts for vacancies will demonstrate the Trust's commitment to safeguarding in recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. Promoting commitment to safeguarding and child protection can act as a deterrent to would-be abusers. Thought will be given to wording, pictures and images used to ensure that they could not be considered discriminatory..

The following information will usually be included within the text of the advert:

- Name of Trust
- Post Title
- Hours of work
- Grade or Scale
- Salary (actual salary for part time)
- Permanent or Fixed term stating duration if fixed term.
- Brief details about what the job entails and type of skills and experience required including responsibility for safeguarding children.
- Confirmation that an Enhanced DBS Disclosure will be required.
- Contact details
- Closing date
- The Trust's commitment to Equal Opportunities
- Interview date and selection activities

8. Job Descriptions & Person Specification

Job descriptions will define the purpose, duties and responsibilities of the post, as well as the qualifications and experience needed to perform the job, with particular attention to working with vulnerable groups. The Job Description and Person Specification will make reference to the Trust's commitment to the safeguarding of students.

All posts at the Trust will require an Enhanced DBS Disclosure.

9. Application Pack

The importance of safeguarding and protecting children at the Trust will be promoted throughout the recruitment process in order to deter unsuitable candidates. The Trust's Application Pack will normally include the following: Application Form, Job Description and Person Specification, Information Sheet about the Trust, the Trust's Equal Opportunities Policy, the Trust's Child Protection Policy Statement, Privacy Notice and information on an Enhanced DBS check.

10. During the Recruitment Process

The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with children. A face-to-face interview will always be carried out as part of the recruitment process.

The Interview panel will consist of a minimum of **two** interviewers (see Appendix 1) At least one member of the panel will be trained in Safer Recruitment practices. Where the interview is for a teaching post, the Principal, Deputy Principal or an Assistant Principal will form part of the interview panel. Where the interview is for a support staff post, the Principal or a designated member of the senior leadership team will form part of the selection panel.

11. English Fluency

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

The fluency duty does not create a higher standard than already required for Teachers at the Academy who are already annually appraised against the Teachers' Standards.

12. Conditional Offer of Employment

Any offer of employment with the Trust will be conditional on the satisfactory completion of the following: -

- The receipt of at least two satisfactory references;

- Satisfactory Enhanced DBS Disclosure and where the appointee has lived outside the United Kingdom, a certificate of good conduct (or equivalent) if applicable;
- Confirmation of the candidate's medical fitness (through a pre-employment health check);
- Verification of qualifications by the individual by providing original certificates;
- Verification of professional status where required;
- Verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency where relevant;
- Verification that the candidate has not been prohibited from carrying out management work where relevant;
- Verification of the candidate's identity;
- Verification of the candidate's right to work in the UK.

A record will be kept to show that the above checks have been carried out for all employees.

The details of checks will be reported to the police and/or the Disclosure and Barring Service (DBS) if:-

- The DBS disclosure shows that an applicant has been disqualified from working with children;
- An applicant has provided false information in, or in support of, his or her application; or
- There are serious concerns about an applicant's suitability to work with children gained from other legitimate information sources (e.g. references).

13.Pre-employment Checks

References

The purpose of obtaining a reference is to ensure that the Trust has objective and factual information to support appointment decisions.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references from the two most recent employers. Any gaps in employment exceeding 6 months will need to be verified. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the Job Description and Person Specification for the role that the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following: -

- the applicant's dates of employment, salary, job title/duties, reason for leaving, whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people;
- The Trust will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials;
- The Trust will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed any may result in a conditional offer being withdrawn.

14.Criminal Record Check

Due to the nature of the work, the Trust applies for criminal record certificates from the Disclosure and Barring Service ("DBS") in respect of all prospective staff members and Volunteers who are in regulated activity

The type of check that may be requested from the DBS depends on the nature of the position. If the individual is applying for a position that may provide them with an opportunity to have contact with children, an Enhanced Check with Barred List Check, will be required. This check will contain details of all convictions, cautions, reprimands or warnings (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013) held on the Police National Computer. The Enhanced Check with Barred List will also reveal whether the individual is barred from working with children by virtue of their inclusion on the lists of those considered unsuitable to work with children.

An Enhanced Check may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

Applicants with recent periods of overseas residence and those with little or no previous UK residence will also be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s).

Should DBS clearance be delayed and employment commence before it is received, the Trust will undertake a Risk Assessment on the prospective member of staff concerned and make arrangements as appropriate for the member of staff to be paired with or supervised by another member staff who has received DBS clearance.

Volunteers, Agencies and Agency Staff

The Trust expects supply/temporary worker agencies/contractors/consultants that are used by the Trust to register with the Enhanced DBS Disclosure on their own account and to follow this policy or their own comparable policy. **Proof of registration will be required before the Trust will commission services from any such organisation.**

The agency must provide evidence of the checks carried out on their central record.

The agency must also ensure that the supply staff member is aware that they have to bring in their DBS Certificate, proof of qualifications (e.g. QTS Certificate) and identification documents (proving their name, date of birth and address) on the first day of their supply work for the Trust.

The Trust reserves the right to terminate the contract with the agency and send home an agency staff member without notice should these terms of safe recruitment practice be breached by the agency or the member of agency staff. In this instance the Trust will not be liable for any charges connected to the booking.

All Volunteers who have direct contact with children or vulnerable adults on a regular basis will be required to have an enhanced DBS check.

15.Rehabilitation of Offenders Disclosure

The Trust will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The Trust makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar him/her from employment within the Trust. Instead, each case will be decided on its merits in accordance with the objective assessment criteria.

In view of the fact that all positions within the Trust will amount to "regulated positions", all applicants for employment must declare all previous convictions, cautions, reprimands or warnings (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013). A failure to disclose a previous conviction, caution, reprimand or warning may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the Trust to employ anyone who is included on the lists, maintained by the DfE and the Department of Health, of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the Trust to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the Trust.

If The Trust:

- receives an application for a position at the Trust from a disqualified person; or
- is provided with false information in, or in support of an applicant's application; or
- has serious concerns about an applicant's suitability to work with children;

the Trust will report the matter to the Police, DBS and/or the DfE.

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16.Assessment Criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Trust will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the Trust's normal policy to consider it high risk to employ anyone who has been convicted at any time of any the following offences:-

- against children or adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- against children or adults: serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the Trust's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the Trust's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last 10 years.

17. Assessment Procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained

through a disclosure check, the Trust will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Principal of the Trust before a position is offered.

If an applicant wishes to dispute any information contained in a Disclosure, he/she can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the Trust will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

18.Retention and Security of Disclosure Information

The Trust's policy is to observe the guidance issued or supported by the DBS on the use of Disclosure information.

In particular, the Trust will:-

- store Disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the Trust's senior leadership team and the Principal's personal assistant;
- not retain Disclosure information or any associated correspondence for longer than is necessary. In most cases, the Trust will not retain such information for longer than 6 months although the Trust will keep a record of the date of a Disclosure, the name of the subject, the type of Disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any Disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any Disclosure information.]

The Trust complies with the provisions of the DBS Code of Practice, a copy of which is available on request.

19.Retention of Records

If an applicant is appointed, the Trust will retain any relevant information provided on their application form (together with any attachments) on their personnel file. This file will be stored by the Trust for up to 6 years following termination of employment.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months, unless the applicant specifically requests the Trust to keep their details on file.

Any queries relating to the policy above should be directed to Human Resources.

Appendix 1 – Interview Panel Responsibilities

Role	Panel Member & Responsibility	Panel Member & Responsibility	Panel Member Human Resources Manager Responsibilities
Head Teacher	<ul style="list-style-type: none"> • Interview lead • Explanation of role and organisational culture • Outline of key duties and responsibilities • Technical assessment • Review of CV 	<ul style="list-style-type: none"> • Explanation of role and organisational culture • Outline of key duties and responsibilities • Technical assessment • Review of CV 	<ul style="list-style-type: none"> • Housekeeping, interview structure and process • Explanation of Trust values • Non-technical assessment for organisational fit • Safer recruitment questions • Obtaining identification • Ensure that a best practice approach is taken to the interview process • Providing candidate feedback • Undertaking any post interview negotiation • Supervision of practical assessment
Deputy Head/other member of SMT	<ul style="list-style-type: none"> • Interview lead • Explanation of role and organisational culture • Outline of key duties and responsibilities • Technical assessment • Review of CV 	<ul style="list-style-type: none"> • Explanation of role and organisational culture • Outline of key duties and responsibilities • Technical assessment • Review of CV 	<ul style="list-style-type: none"> • Housekeeping, interview structure and process • Explanation of Trust values • Non-technical assessment for organisational fit • Safer recruitment questions • Obtaining identification • Ensure that a best practice approach is taken to the interview process • Providing candidate feedback • Undertaking any post interview negotiation • Supervision of practical assessment
Teacher	<ul style="list-style-type: none"> • Interview lead • Explanation of role and organisational culture • Outline of key duties and responsibilities • Technical assessment • Review of CV 	<ul style="list-style-type: none"> • Explanation of role and organisational culture • Outline of key duties and responsibilities • Technical assessment • Review of CV 	<ul style="list-style-type: none"> • Housekeeping, interview structure and process • Explanation of Trust values • Non-technical assessment for organisational fit • Safer recruitment questions • Obtaining identification • Ensure that a best practice approach is taken to the interview process • Providing candidate feedback • Undertaking any post interview negotiation • Supervision of practical assessment
Support Manager	<ul style="list-style-type: none"> • Interview lead • Explanation of role and organisational culture • Outline of key duties and responsibilities • Technical assessment • Review of CV 	<ul style="list-style-type: none"> • Explanation of role and organisational culture • Outline of key duties and responsibilities • Technical assessment • Review of CV 	<ul style="list-style-type: none"> • Housekeeping, interview structure and process • Non-technical assessment for organisational fit • Safer recruitment questions • Obtaining identification • Ensure that a best practice approach is taken to the interview process • Providing candidate feedback

			<ul style="list-style-type: none"> • Undertaking any post interview negotiation • Supervision of practical assessment
Support Staff	<ul style="list-style-type: none"> • Interview lead • Explanation of role and organisational culture • Outline of key duties and responsibilities • Technical assessment • Review of CV 	<ul style="list-style-type: none"> • Explanation of role and organisational culture • Outline of key duties and responsibilities • Technical assessment • Review of CV 	Human Resources Manager will not be in attendance. Panel will be responsible for undertaking these duties