



**HANNAH MORE**  
PRIMARY SCHOOL

**Policy Title:** Safer Recruitment Policy

**Date Drafted:** 06.2019

**Date Ratified by Governors:** 20-06-2019

**Effective From:** 20-06-2019

**Date for Renewal:** 06-2022

**Signed by the Headteacher:** 20-06-2019

## **1. Summary**

Hannah More Primary School is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff, governors and volunteers to share in, and demonstrate, this commitment.

The purpose of this policy is to demonstrate that Hannah More has appropriate and effective procedures in place for appointing staff in order to prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children.

The recruitment and selection of employees will be compliant with current employment legislation and statutory guidance.

This policy has been developed in response to and in support of the 'Keeping children safe in education' statutory guidance published by the Department for Education (DfE). All staff and governors involved in the recruitment process are familiar with this guidance and other statutory requirements as referenced in this policy.

Requirements may change from time to time and this policy will be updated accordingly

## **2. Key Aims**

- To prevent unsuitable people from working with children
- To ensure that the best possible staff are recruited based on the applicant's suitability for the role
- To ensure that all job applications are considered fairly and consistently
- To ensure that safer recruitment practice and pre-employment checks are rigorously undertaken before any appointment is confirmed
- To ensure compliance with all relevant legislation, recommendations and guidance, including the statutory guidance published by the Department for Education (DfE) including PART 3 of Keeping Children Safe in Education (September 18)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741314/Keeping\\_Children\\_Safe\\_in\\_Education\\_3\\_September\\_2018\\_14.09.18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf)

### **3. Rationale**

Hannah More Primary School has created a culture of safer recruitment and adopted recruitment procedures that, as far as is reasonably possible, help to deter, reject and identify people who might abuse children, or are otherwise unsuited to work with them.

Hannah More Primary School will act reasonably in making decisions about the suitability of a prospective employee based on checks and evidence including, criminal record checks (DBS checks), barred list checks and prohibition checks together with references and interview information.

This policy provides a fair, consistent and thorough approach for obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Hannah More Primary School

### **4. Roles and Responsibilities**

The Governing Body will:

- Ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with DfE guidance and legal requirements
- Monitor the school's compliance with them

The Head teacher and other managers/leaders involved in the recruitment process will:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all employees and volunteers who work at the school
- Ensure third party organisations, contractors' and agencies' are compliant with safeguarding policies and legal requirements
- Promote the welfare of children and young people at every stage of the procedure

### **5. Delegation of Authority and Constitution of Selection Panel**

The Governing Body may delegate the power to offer employment for all posts to the Head teacher (with the exception of Head teacher and Deputy Head teacher posts). Selection panels will comprise a minimum of three people to decrease bias and subjectivity. Members of the panel should remain constant throughout the appointment process.

In accordance with statutory requirements at least one member of the panel will have completed appropriate Safer Recruitment Training. Hannah More may choose appropriate training and may take advice from their Local Safeguarding Children Board (BSCB) in doing so.

## **6. Recruitment and Selection Procedure References**

### **Advertising**

To ensure equality of opportunity, Hannah More Primary School will advertise vacant posts (teaching and support staff) to encourage as wide a field of applicants as possible. On occasions, school will advertise internally when designated appropriate.

The advertisement will be drafted in accordance with the Job Description and Person Specification and as a minimum, will outline the main terms of employment and other appropriate information, including:

- Salary
- Hours of work
- Clarification regarding term time only/whole time working
- Contractual status, if temporary the proposed end date
- Any other school information as appropriate
- Closing date for the receipt of applications
- Planned interview date (where possible)
- Details of how/where applicants can obtain a recruitment pack
- School contact details (if applicants require further information about the post)
- Any arrangements for prospective candidates to visit the school
- Details of where/who completed applications should be returned to

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children and the requirement for Enhanced DBS Disclosure and satisfactory pre-employment clearances

### **Job Descriptions and Person Specifications**

A job description must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

All posts will have a job description which includes the following details:

- Job title
- Grade and salary range
- Responsible to (post title of line manager)
- Responsible for (post title(s) of staff reporting to job holder)
- Statement covering principle purpose of job
- Outline of key responsibilities
- List of duties required to achieve key responsibilities

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

All posts, in addition to a current job description, will have a person specification detailing the essential and desirable criteria required to fulfil the role against:

- Qualifications
- Knowledge and experience
- Skills and abilities
- Other (covering such as specific and justifiable requirements for the post e.g. current driving licence, physical demands and also any personal attributes)

### **Recruitment Packs**

Applicants, both internal and external, are provided with as much information as necessary when they apply for a post. Providing the right type of information at an early stage allows potential applicants to assess their suitability for the role. The content of the recruitment pack will vary from post to post (depending on level and nature), but as a minimum, applicants should have available an application form, job description and person specification and any other school information appropriate. An outline of the main terms of employment should be included in the advertisement.

### **Applications**

All applicants will be required to complete an appropriate application form containing questions about their academic and employment history and their suitability for the role. In addition all applicants are required to account for any gaps or discrepancies in their employment history. The application form will also include the applicant's declaration regarding previous convictions.

A CV will not be accepted in place of a fully completed application form. Additional information should not be included in applications.

Applicants who consider themselves to have a disability may indicate on their application form the reasonable adjustments required to be made to assist them during the recruitment process.

Applications received after the published closing date will not be considered (unless prior agreement has been sought).

Application forms will be scrutinised to ensure that they are fully completed. Incomplete application forms may be rejected. Any gaps in employment history will be noted and later explored at interview if the applicant is shortlisted.

The application form will make applicants aware that by submitting an application they are agreeing that the information given is true and correct and that any offer of employment will be made on this basis. Where it is found that false information has been provided this could result in the application being withdrawn.

### **Shortlisting**

The selection panel will shortlist applicants against the person specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview. The panel will select on the basis of applicants who meet the essential criteria of the person specification. Where a large volume of applicants meet the essential criteria, the panel may wish to apply the desirable criteria in order to reduce the numbers.

References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies should be followed up.

### **Invitation to Interview, Verifying Identity & Qualifications**

The invite letter or email will advise candidates of the interview arrangements, including date, time, location, who to report to, details of any presentation/assessment applicants are required to prepare/deliver, a contact name and number to confirm attendance. The letter or email should also inform candidates who to contact if they consider themselves to have a disability and require special arrangements for the interview.

Candidates will also be advised of the requirement to present proof of their identity and eligibility to work in the UK and evidence of their educational or professional qualifications that are relevant to the role on attendance at interview. An explanation and list of acceptable documentation should be enclosed.

Original documents will only be accepted and photocopies will be taken. Where appropriate, applicants should also provide any official documentation regarding name changes. If the applicant cannot produce original proof of qualifications, written confirmation must be obtained from the awarding body prior to the appointment being confirmed.

## **Interview**

The interview panel shall comprise those who carried out the shortlisting process.

The panel will agree the questions to be asked of each candidate and the assessment criteria to be used. All interview questions and responses should be recorded and scoring will be carried out by panel members objectively.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. In addition to exploring the candidate's suitability for the post, the panel should explore:

- The interviewees attitude towards children and young people
- The interviewees willingness and ability to support the school's commitment to safeguarding and promoting the safety and welfare of children and young people
- Any unexplained gaps in the candidate's employment history
- Any other concerns or discrepancies arising directly from the interview

## **Data Protection and GDPR**

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## **Offer of appointment**

The interview panel will determine the most suitable candidate and ensure that at least two references are in place in support of the decision.

An offer of an appointment will be made by the Head teacher (with the exception of Head teacher and Deputy Head teacher posts) and will always be made subject to the receipt of satisfactory references and pre-employment clearances (see section 7).

The successful candidate will be informed in writing that the appointment is conditional on the satisfactory completion of pre-employment checks and will be subject to satisfactorily completing a probationary period (where applicable) or teacher's induction period. The offer letter will also outline the basic terms and conditions of employment.

## **7. Pre-employment Checks**

An offer of appointment to a successful candidate will be conditional on the following:

- At least two satisfactory written references (one of which must be from the applicant's most recent/current employer)
- Verification of the candidate's identity and Right to Work in the UK (statutory requirement)
- An enhanced Disclosure and Barring Service (DBS) check, including Children's Barred List information (if engaging in regulated activity (see 8.1)

- Overseas checks, where appropriate, for any countries that the candidate has lived or worked in for 6 months or more during the last five years. This would also include completing an EEA teacher sanctions and restrictions check
- Satisfactory childcare disqualification check (where relevant)
- Verification of appropriate qualifications (where required)
- Confirmation of QTS/QTLS status and membership for teaching posts
- Prohibition from teaching check, required for anyone employed to carry out teaching work to check for any sanctions or restrictions that might prevent the candidate from taking part in certain activities
- Prohibition from management check (Section 128 Direction)
- Verification of medical fitness (a health check must only be carried out once an offer of employment has been made)

Supplementary guidance is also available on completing right to work checks. It is important that both guidance notes are read in conjunction with this policy. All checks completed will be:

- Documented and retained on the personnel file
- Recorded on the School's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

## **8. Personnel files and Single Central Record**

Recruitment and selection information for the successful candidate will be retained securely and confidentially on the employees file for the duration of their employment with the school and for a period of 6 years after employment ceases, after which point the information should be securely destroyed.

## **9. Start of employment and Induction**

The pre-employment checks listed above must be completed before the employee starts work. Exceptions should not be made prior to relevant clearances being obtained, especially in the case of DBS, Barred List and Prohibition checks. Once pre-employment clearances return as satisfactory, a start date will be agreed with the employee and a contract of employment will be issued.

Induction plays a vital role in integrating new employees into the school family, culture and values and will make clear the expectations and codes of conduct which will govern how staff carry out their roles and responsibilities.

All new employees will be provided with an induction programme which will clearly identify the school policies and procedures and the systems in place that support safeguarding, which should include:

- The child protection & safeguarding policies

- Staff Handbook including the code of conduct
- Keeping Children Safe in Education Part 1 and Section A.

A copy of key policies (including above named) are circulated to all employees. A signed declaration form is retained to confirm that the employee has read and understood the policy and procedures and they agree to comply with it.

## **10. Probationary Period (Support Staff)**

All new employees to the school will be subject to a 6 month probationary period. Upon satisfactory completion of the probationary period the employee will be confirmed in post.

## **11. Induction period for Newly Qualified Teachers**

Newly Qualified Teachers should complete an induction period satisfactorily in accordance with statutory guidance from the Department for Education. Those with QTLS Status will be exempt from serving a statutory induction period.

## **12. Staff members not employed directly by the School**

**Supply Staff** - Hannah More use only those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Hannah More will check the Identity (sighting ID Badge) of the supply staff member upon arrival at the School.

**Volunteers** - Hannah More carry out enhanced DBS and pre-employment checks as appropriate (see section 8 and 8.1) and require regular volunteers to provide details of two referees. Volunteers who help on an occasional basis (e.g. trips/PTA events) will be supervised in accordance with statutory guidance. For further information on appointing volunteers, please refer to the Volunteer Policy.

**Trainee/student teachers** - Where trainee teachers are salaried by school, Hannah More will ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity an enhanced DBS certificate (including barred list information) must be obtained. Also, where appropriate, a 'childcare disqualification' declaration form will be required to be completed if the trainee/student is working within the relevant childcare setting (i.e. EYFS).

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks, Hannah More will obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

**Students on work experience**- Students on work experience will always be supervised.

**Contractors** - Hannah More will ensure that contractors, or any employee of the contractor, have been subject to the appropriate level of DBS check, if any such check is required.

If a contractor is self-employed and will be in regulated activity, Hannah More will consider obtaining the DBS check on their behalf.

Hannah More staff will check the identity (ID Badge) of contractors and their staff on arrival at school.

### **13. Equality Statement**

The Recruitment and Selection Policy applies to all employees irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.