



## **Safer Recruitment Policy**

**2020 - 22**

### **DOCUMENT HISTORY**

<b>Revision Record of Published Versions</b>			
<b>Author</b>	<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
A Taylor	September 2015	1.0	Approved by Governors
<b>Amended by</b>	<b>Revision Date</b>		
A Taylor	June 2018	1.1	Approved by Governors June 2018
	June 2020		Approved by Governors June 2020
	Summer 2022		

## **Introduction**

Schools need to take all reasonable steps to guard against employing people who might harm children.

Safeguarding children/young people must be a priority for every School and incorporating safeguarding measures in the recruitment process, at the same rigorous level no matter what the post within the school, is an essential part of that.  
(NCSL, 2006)

## **Aims and Objectives**

- To set out our philosophy of safer recruitment.
- To ensure that the recruitment of staff is done equitably and robustly.
- To ensure that there is a rigorous process of vetting for appointments.
- To ensure that the safety of children and young people is at the heart of all appointments to the school.
- The school will use all of the Local Authority generic Job Descriptions and Person Specifications

## **Guidelines**

All staff and volunteers are aware that they have an absolute responsibility for safety and well-being of the children and young people in the care of the school, no matter what their role within the school.

There is an acceptance that “whistle blowing” is a part of all staff’s responsibility. Anybody could be a potential abuser and therefore if a member of staff has concerns then this must be reported to the Headteacher, Chair of Governors, or the LA Child protection officer.  
All staff are aware of what they should do if they are worried a child or young person is being abused.

## **The Process**

- Recruitment advertising must contain a safer recruitment statement.
- The Job description must be clear.
- The person specification must include child protection duties.
- A minimum of two written references must be taken up before interview. If a candidate is not currently working with children but has done so in the past then an additional reference may be required.
- The interview process is conducted by at least two senior members of staff, at least one of whom has been trained in safe recruitment practices.
- Gathering information and carrying out checks on a candidate is followed in every case.
- The candidate’s suitability to work with children/young people is explored at interview.
- An assessment will be made of every post as to the degree of (un)supervised access to children/young people and the key skills required
- Appointments will only be confirmed after all checks have been completed satisfactorily.
- All new staff will receive induction, training and a mentor.

- Opportunities will be provided during the induction process to recognise any concerns or issues of or about new members of staff at the outset and act upon them immediately.

## **Inviting applicants**

- All adverts should carry a statement on the School's policy towards safeguarding children and the requirements for DBS checks.
- Information packs to candidates should also include the safer recruitment policy.
- It will be made clear to candidate that only LA completed application forms will be accepted (not CV's).
- It will be made clear to candidates that as part of the interview process, questions about safeguarding children will be asked.
- Any gaps in a candidates application form will be explored, this will include: incomplete forms and gaps in work history.
- Candidates must bring with them a completed DBS form to the interview along with three forms of identification (one of which must be a picture I.D.).
- Candidates must also bring original documents and certificates to the interview.
- Two references must be taken up prior to interview. One must be the current, or more recent, employer.
- If recruiting from overseas, a confirmation from overseas will be required
- Any discrepancies in the application will be followed up by phoning the referees.
- If concerns continue, then advice will be sought from the LA.
- Providing false information will result in: the application being rejected, summary dismissal if the applicant has been selected, referral to the teacher's misconduct team or police, informing the LA, informing other School's where necessary.
- When requesting references the referee will be asked about the candidate's suitability for working with children using the LA agreed reference request form
- During the interview process, open ended questions will be used to explore the candidate's suitability for the post.
- The interview panel will apply the same procedures to all candidates.
- The interview panel will meet before hand to analyse and review all the information about the candidates and formulate questions. The interview panel will not apply the same questions rigidly to all candidates but will ask further probing questions if required. Notes will be taken of all answers candidates give.
- No interviews will take place over the telephone.
- Candidates will be asked during the interview if they are a firm candidate for the post.

## **Conclusion**

"...careful recruitment of staff is the first step to safeguarding and promoting the welfare of children in education"

Our school is committed to equality, and to making fair and equitable treatment an integral part of the work of the school. Action will be taken to identify and eliminate all forms of discriminatory practices which act as barriers to achieving this objective.

All arrangements for, and the implementation of, all recruitment and selection activities will comply with sex, sexual orientation, transgender race, religion, rehabilitation of offenders, disability and age anti-discriminatory legislation.

All those participating in recruitment and selection activities are expected to make judgements and exercise discretion. Judgements and choices should be made within the parameters of the information provided within the "*Recruitment and Selection Guide for*

*Schools and Colleges”* to appoint individuals whose skills, behaviours and competencies are best matched to the duties of the post, in order to deliver the highest quality education to children and young people within the school.

## **APPENDIX 1 SAFE RECRUITMENT FORM**

### **SAFE RECRUITMENT STATEMENT AND SAFE RECRUITMENT FORM**

It is essential that you:

- read and retain this safe recruitment statement; and
- complete and return the attached safe recruitment form to the recruiting school with your application form.

The recruitment administration and vetting checking procedures are undertaken on behalf of the employing school by Newcastle City Council (Employee Services). You are therefore required to give your consent for relevant information to be shared and held by Newcastle City Council as part of the appointment process. We use an external online record check provider, the result is sent direct to Employee Services as an e-result. You are therefore giving consent for us to receive this e-result, and that this information will be shared with other relevant parties involved in the recruitment process.

### **Privacy Policy- Enhanced checks declaration**

Before you submit your safe recruitment form to us you should be aware of the DBS Privacy Policy, this explains how your personal data will be used by the DBS and outlines your rights under the General Data Protection Regulation (GDPR). To view this policy please visit

<https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy>

The School and Newcastle City Council are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. To be considered for this employment, you must disclose details of any non-protected convictions, cautions, warnings or reprimands you may have. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service (DBS) website <https://www.gov.uk/government/publications/dbs-filtering-guidance>

We therefore ask you to complete this form as fully as possible and return it with your application. The only people who will see the information you give us will be those directly involved in the recruitment process. All information will be handled in accordance with our Code of Practice on the Disclosure of Criminal Convictions.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter(s) that may be relevant to the position and the appointment process.

If you are successful at interview, we will require you to make an application to the DBS to obtain an Enhanced Certificate of Disclosure and barred list check. If you are currently employed by Newcastle City Council or a Newcastle Voluntary Aided or Foundation Trust School and have obtained an Enhanced Disclosure via Newcastle City Council within the last 3 years, it may not be necessary to apply for another Disclosure. If you are subscribed to the DBS online update service, then your DBS certificate may be 'portable' between employers and organisations provided it is at the right level and for the right workforce and you provide your consent for it to be used.

To speed up the appointment process, please inform us if you have registered with the DBS online update service. If you are registered, we need your permission to use the online update service for the purposes of obtaining an up to date DBS certificate check should you receive a conditional offer of appointment. We also ask for your permission that a recheck can be made during your relevant employment if required by any legal, safeguarding or regulatory body.

If you have worked or have been a resident outside of the UK within the last 5 years, you must provide a certificate of good conduct or a copy of your criminal record for the period of time which you were abroad. Your appointment is subject to this check and it is important that you keep Employee Services informed of the progress you make in obtaining this document.

To obtain either a certificate of good conduct or a copy of your criminal record, you must contact the UK based embassy of the country in which you worked or lived. You can find out more information on how to get an overseas check on the website [www.homeoffice.gov.uk/DBS](http://www.homeoffice.gov.uk/DBS)

Having a criminal record will not necessarily prevent you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s). The DBS has a code of practice, which we fully comply with. If you want a copy of the code, please contact the Employee Services team on 0191 211 6675.

We ensure that anyone making appointment decisions has the necessary information, guidance and support to identify and assess the relevance and circumstances of any offences disclosed.

**If you are invited for interview, we shall assess:**

Issues in relation to safeguarding and promoting the welfare of children and young people including:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;

- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

**If you are offered the post, we shall ask for evidence of:**

- your identity; and
- your qualifications (including any relevant professional registration).

**We shall also check:**

- that you are medically fit to undertake the role.

**References:**

We shall also take up detailed references from your current and previous employers. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including those where the penalty has expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

#### **FALSE INFORMATION**

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

## APPENDIX 2 RECRUITMENT PLAN

Please read the guidance notes at the end of form before use.

<b>Post/Reference number:</b>	
<b>Person(s) with delegated responsibility to make appointment:</b>	
<b>Additional members of interview panel:</b>	
<b>Recruitment Administrator:</b>	
<b>Date &amp; venue of planning meeting to agree plan, advert, person spec, job description and application pack:</b>	
<b>Publications that the advert will appear in:</b>	
<b>Date advert to be sent to publication/ Employee Services:</b> <i>(check copy deadline)</i>	
<b>Date advert will appears in publication:</b> <i>(check publication timescale)</i>	
<b>Closing Date:</b> <i>(e.g. 2 weeks later)</i>	
<b>Date and venue of shortlisting meeting:</b> <i>(e.g. 1 week later)</i>	
<b>Date short listed candidates to be notified of interview and reference requests to be sent:</b>	
<b>Date and venue interviews /other assessment to be held:</b> <i>(e.g. 1 week later)</i>	
<b>Date and venue of full governing body meeting required to ratify appointment (Headteacher appointments only):</b>	
<b>Date successful and unsuccessful candidates to be notified:</b>	

### Guidance Notes

This template is designed to help schools plan a recruitment exercise and sets out an example timeline for a typical external recruitment process. The plan will help the appointments panel and recruitment administrator plan the key actions needed during the recruitment process and who is responsible for these.

### **People who need to be involved in the recruitment process:**

It is important to determine at the planning stage of the recruitment exercise which governors and staff need to be involved. This must include the person(s) to whom governors have formally delegated responsibility for making appointment decisions. This can be one or more governors, the Headteacher or one or more governors and the Headteacher together. This person(s) has responsibility for making the decision about which candidate to appoint and ensuring that all required pre-employment checks are taken up and are judged to be satisfactory. This responsibility cannot be delegated to anyone else.

The interview panel may also include:

- the line manager of the post;
- any other relevant manager; and
- any specialist advisers who might be involved, for example Human Resources officers, Local Authority school improvement advisers, external partners or officers from the diocese.

At Sir Charles Parsons School we operate a robust recruitment process and this includes:

- staff chat - 2/3 staff have an informal chat to candidates
- student interview – 2/3 students supported by a member of staff ask questions of the candidates and use a traffic light system to rate the candidates
- depending on the role – teaching observation; support staff observation working with students; IT tasks
- formal interview
- 

It is also important to identify at the planning stage someone who will be responsible for the administration of the recruitment exercise, for example sending out application forms, interview letters, taking up references, checking documentation and organising pre-employment checks.

### **TIMESCALES**

Deciding the timescales for the recruitment process at an early stage allow dates to be booked into diaries and relevant venues to be confirmed. Including planned interview dates in adverts or application packs is good practice so that applicants are aware of these at an early stage and can make appropriate plans.

When planning the recruitment process it is good practice to consider the notice periods of the candidates you are likely to appoint:



- Teachers can only resign from the posts with effect from 31 August, 31 December or 30 April and must give 2 months' notice in the Autumn and Spring Terms and 3 months' notice in the Summer Term;
- Headteachers resign with effect from the same dates but must give 3 months' notice in the Autumn and Spring Terms and 4 months' notice in the Summer term;
- The arrangements for support staff will depend on the notice periods set by their current employer but they can usually resign at any point in the year. Support staff in Newcastle City Council have to give one month's notice or six weeks' notice if they are paid on a Principal Officer grade.

### APPENDIX 3 RECRUITMENT CHECKLIST

**Vacancy:** \_\_\_\_\_

**Closing date:** \_\_\_\_\_

Pre Interview	Initials	Date
<b>PLANNING</b>  Timetable decided: job specification and description and other documents to be provided to applicants reviewed and updated as necessary. Appropriate application form chosen.		
<b>VACANCY ADVERTISED</b> (where appropriate)  Advertisement must include reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be DBS checked		
<b>APPLICATIONS</b>  On receipt scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing.		
<b>SHORTLIST PREPARED</b>		
<b>REFERENCES</b>  Sought directly from referee on short listed candidates: ask recommended specific questions and include statement about		

liability for accuracy		
<b>REFERENCES – on receipt</b>  Checked against information on application; scrutinised; any discrepancy/ issue of concern noted to take up with applicant (at interview if possible)		
<b>INVITATION TO INTERVIEW</b>  Includes all relevant information and instructions		
<b>INTERVIEW ARRANGEMENTS</b>  At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards		
<b>INTERVIEW</b>  Explores applicants' suitability for work with children as well as for the post		
N.B Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate <b>original</b> documents: copies of documents taken and placed on file; where appropriate applicant completed application for DBS Disclosure		
<b>CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS</b>  offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period		
<b>REFERENCES</b> (if not obtained and scrutinised previously). Received and recorded on single central record		
<b>IDENTITY</b> (if that could not be verified straight after the interview). Confirmation received and recorded on single central record.		
<b>QUALIFICATIONS</b> (if not verified on the day of interview). Confirmation received and recorded on single central record.		
<b>RIGHT TO WORK IN THE UK.</b> Confirmation received and recorded on single central record.		

<b>LETTER OF GOOD CONDUCT.</b> Required if candidate has worked abroad within the last 5 years. Letter received and recorded on single central record.		
<b>DBS</b> –satisfactory Disclosure and Barring Service Certificate. Confirmation received and recorded on single central record.		
<b>LIST 99/Barred List</b> – person is not prohibited from taking up the post. Confirmation received and recorded on single central record.		
<b>HEALTH</b> – the candidate is medically fit. Confirmation received and recorded on single central record.		
<b>NCTL Teacher Services</b> – (for teaching posts) the teacher is registered with the GTCE. Confirmation received and recorded on single central record.		
<b>QTS</b> – (for teaching posts) the teacher has obtained QTS or is exempt from the requirement to hold QTS		