



Reviewed October 2016

## **SAFER RECRUITMENT POLICY**

### **I STATEMENT OF INTENT**

This policy has been developed to embed safer recruitment practices and procedures throughout ODST member schools and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in “Keeping Children Safe in Education (July 2015)”.

All ODST member schools are to adopt this policy.

Please note: The starting point for developing this policy was the Oxfordshire County Council model policy for schools. It has been amended to reflect the independent status of ODST as a multi academy trust, although the substantive content remains the same.

### **II OBJECTIVES**

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies;
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies;
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people.

### **III SCOPE**

- Governing Body
- All School Staff
- Central Office Staff
- Contractors/ Service Providers

### **IV RELEVANT LEGISLATION**

- Keeping Children Safe in Education (2015)
- Childcare Disqualification Regulations (2009) V RELATED POLICIES AND DOCUMENTS
- Guidance on Expected Conduct in School Settings
- Whistleblowing Policy
- Equality Policy

## **VI DATE OF REVIEW**

The policy will be reviewed as required by the Board of Directors of ODST to take account of any legislative changes and / or national policy development as well as feedback from ODST staff and schools and in any event, by 31 December 2018 at the latest.

## **VIII GENERAL PRINCIPLES**

### **Definitions**

- Unless indicated otherwise, all references to “school” include both schools and academies;
- Unless indicated otherwise, all references to “teacher” include the headteacher;
- Unless indicated otherwise, all references to ‘staff’ include teaching, support and centrally employed staff.

### **Consistency of Treatment and Fairness**

The relevant body is committed to ensuring consistency of treatment and fairness and will abide by all relevant employment and equality legislation.

### **Delegation**

The relevant body has chosen to delegate some of its functions to local governing bodies as set out in this policy.

### **Monitoring and Evaluation**

The Local Governing Body and headteacher will monitor the operation and effectiveness of the school’s safer recruitment policy and may be required to provide feedback to officers and Directors of ODST, or the Local Authority Designated Officer where appropriate.

## **IX RESPONSIBILITIES**

### **Responsibilities of the Relevant Body**

- To ensure the ODST has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education Guidance and Legal Requirements and the relevant Local Authority’s Safeguarding Children’s Board procedures;
- To monitor members school’s compliance with them;

### **Responsibilities of the Headteacher/ School**

- To ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance;
- To ensure that all appropriate checks have been carried out on staff and volunteers in the school;
- To ensure that appropriate staff and governors in member schools have completed safer recruitment training and that this is updated where appropriate.
- To monitor any contractors and agencies compliance with this document;
- To promote the safety and well-being of children and young people at every stage of this process.

## **General**

- It is the responsibility of all potential and existing workers, including volunteers to comply with this document;
- It is the responsibility of all contractors and agencies to comply with safe recruitment pre employment checks;
- The responsibilities of Ofsted, within inspection and regulation work, also include identifying safeguarding concerns such as inadequate recruitment checking processes.



## ODST Model Safer Recruitment Policy

### Introduction

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies;
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies;
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people.

*Safer recruitment means thinking about and including issues to do with child protection, safeguarding and promoting the welfare of children at every stage of the recruitment process.*

This policy complies with guidance outlined in “Keeping Children Safe in Education (July 2015)” and reinforces the expected conduct outlined in the Code of Conduct for Staff as well as the school’s Whistleblowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

### Overview

1.1 The Hendreds School is committed to using procedures that deal effectively with those adults who fail to comply with the school’s safeguarding and child protection procedures and practices.

1.2 We are under a duty to refer any allegation of abuse made against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

1.3 We are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

### Inviting Applications for a Role

2.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement: “The Hendreds School is committed to safeguarding children and young people. All post

holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced check”.

2.2 It is expected that all vacant posts will usually be advertised externally so as to encourage as wide a field of potential candidates as possible. In certain circumstances there may be justification for an internal advertisement only but the rationale for this should be discussed with the ODST HR Advisor prior to advertising.

2.3 All applicants will receive a pack containing the following when applying for a post:

- Job description and person specification;
- An application form;
- Information about ODST, the school and other general information such as reference to the school’s commitment to ensuring the safety and well-being of the pupils and to legislation concerning the protection of children;
- Details of the selection procedure for the post;
- The contact details of any person who will be able to provide additional information about the post;
- A statement about access to the school for applicants who may wish to see it or who may wish to speak with the Headteacher before making an application.

2.4 Prospective applicants must complete, in full, and return a standard application form. A curriculum vitae will not be accepted in place of a completed application form although may be submitted as additional evidence. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

2.5 By completing and submitting an application form, applicants are deemed to have provided a signed declaration (even if this is sent by e-mail) that the information given is factually correct and that they possess the qualifications, skills and experience that they have stated on the form.

2.6 Posts involving regular contact with children or young people are exempt under The Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants for such posts are required to declare any criminal convictions, including spent convictions, that they have or any cautions, reprimands or final warning that they have been subject to in relation to any offences.

### **Identification of the Recruitment Panel**

3.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

### **Shortlisting and References**

4.1 Candidates will be short listed against the person specification for the post. A minimum of two people should carry out the short listing process, one of whom should have completed appropriate safer recruitment and selection training.

4.2 References for shortlisted candidates will be sent for immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

4.3 References will be sought directly from the referee who, where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

4.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

4.5 Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people;
- Their relationship to the candidate;
- Any substantiated allegations;
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people;
- The candidate's suitability for the post.

4.6 Reference requests will also include the following factual information:

- Applicants current post and salary for the period in question;
- Attendance record;
- Disciplinary record.

4.7 All appointments will be subject to satisfactory references, vetting procedures and DBS clearance.

4.8 References should be kept as confidential and should only be seen by the selection panel and the person delegated to obtain the references.

### **Invitation to Interview**

5.1 Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques;
- Details of the interview day including details of the panel members;
- Further copy of the person specification;
- Details of any tasks to be undertaken as part of the interview process;
- The opportunity to discuss the process prior to the interview;
- Be asked to provide proof of identity.

## **The Selection Process**

6.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

6.2 A robust selection process should not rely solely on an interview and a range of selection activities should be designed in order to help assess who is the most suitable candidate for the job. Interviews must always be face-to-face.

6.3 Panels of at least 2 people should always be involved in interviews so as to allow observation of the candidate and notes to be taken and to minimise the risk of any allegation of bias.

6.4 Candidates will be required to:

- Explain any gaps in employment;
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
- Declare any information that is likely to appear on the DBS disclosure;
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

6.5 To assess the suitability of a candidate to work in a school the interview may examine:

- The candidate's attitude and motivation to work with children;
- Their ability to support the school's agenda for safeguarding and promoting the welfare of children;
- Their attitudes in managing discipline and towards authority.

6.6 In certain circumstances the use of 'Warner' interviews may also be considered as part of a safer recruitment process, subject to the interviewer having undertaken appropriate training.

## **Employment Checks**

7.1 An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity;
- Complete an enhanced DBS application and receive satisfactory clearance;
- Where applicable complete a declaration form confirming that they are not disqualified either directly or indirectly under the Childcare (Disqualification) Regulations 2009;
- Provide proof of professional status and actual certificates of qualifications;
- Complete a confidential health questionnaire;
- Provide proof of eligibility to live and work in the UK;
- Submit to an overseas police check where the individual within the last five years has lived or worked outside the United Kingdom.

7.2 All checks will be:

- Confirmed in writing;
- 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.

7.3 Employment will commence subject to all checks and procedures being satisfactorily completed.

7.4 It is strongly recommended that all efforts are made to obtain all pre-employment checks prior to the commencement of employment, particularly in relation to references and DBS checks. Where this is not possible, appointments should be delayed until satisfactory checks are received or arrangements made for supervision of the staff member until such time that they are received.

7.5 Documented evidence of the checks made- e.g. eligibility to work, notification of the DBS certificate number (although not the certificate itself), references etc. – should be kept on the individual's personnel file in the school.

### **Induction**

8.1 All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

8.2 All successful candidates will undergo a period of induction and will:

- Meet regularly with their induction tutor;
- Meet regularly with their line manager;
- Attend any appropriate training including generalist child protection training.

### **Supply Staff**

9.1 The Hendreds School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.

9.2. The Hendreds School will carry out identity checks when the individual arrives at school.

### **Peripatetic Staff**

10.1 The Hendreds School will require and seek confirmation that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

### **Record Retention/Data Protection**

11.1 The School will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (i.e. shredded).

## **Single Central Records**

12.1 In line with DfE requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g. specialist sports coach.

## **Useful Information**

DfE Guidance on Keeping Children Safe in Education (July 2015):

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)

Oxfordshire Safeguarding Children's Board <http://www.oscb.org.uk/information-resources/>

Ofsted Policy on Safeguarding <https://www.gov.uk/government/publications/ofsted-safeguarding-policy>

## **Declaration**

This policy has been ratified by the Governing Body on behalf of ODST:

Signed ..... Dated .....

## APPENDIX 1- REFERENCE REQUEST FORM

Name of applicant:

Post applied for:

Post Reference number:

Name of Referee:

### PART A

1. Your relationship to the applicant (e.g. employer, line manager etc)?

2. How long have you known the applicant?

3. Please assess the candidate in respect of the following:

a) Reliability	Very good	Good	Average	Poor
b) Initiative	Very good	Good	Average	Poor
c) Interpersonal Skills	Very good	Good	Average	Poor
d) Conscientiousness	Very good	Good	Average	Poor

Additional comments (if necessary):

4. Have you ever had any reason to doubt the candidate's honesty or trustworthiness? Yes / No

If yes, please give reasons:

**If the candidate is known to you as an employee please complete Part B. If not please go directly to Part C.**

### PART B

1. Please confirm the candidate's period of employment with your organisation:

From (day/month/year) to

If employment has ended, please state reason

2. Please give the candidate's current or last job title within your organisation together with a brief outline of the candidate's duties with your organisation (or attach an up to date job description)

**Job Title:**

**Job Duties:**

3. If the applicant has left your employment, please state the reason:

4. What was the final salary when applicant left your employment? :

5. Would you re-employ the applicant? :

6. Are you aware of any reasons why the applicant may not be suitable for a post where he/she will come into contact with children? Yes / No

If yes, please give details:

7. a) Is the candidate currently the subject of any form of disciplinary or probation inquiry or warning, or was the candidate the subject of any such inquiry or warning on leaving your employment? Yes / No

If yes, please give details:

b) Please provide details of any disciplinary procedures the applicant has been subject to, involving issues related to safety and welfare of children, including any in which the sanction has expired.

If yes, please give details:

c) Please provide details of any allegations or concerns that have been raised about the applicant that relate to the safety, welfare of children or young people or behaviours towards children or young people. The outcome, eg whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved.

If yes, please give details:

d) Has the candidate, to your knowledge, ever been convicted of any offence or received a caution, warning or reprimand (this post is exempt from the provisions of the Rehabilitation of Offenders act 1974)?\* Yes / No

If yes, please give details:

(\*Rehabilitation of Offenders Act 1974. In writing this reference, please note that the post for which the candidate is applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Orders 1975. It is not therefore in any way contrary to the Act to reveal any information you may have concerning convictions, which would otherwise be considered "spent" in relation to the application, and which you consider relevant to the applicant's suitability for employment. Any such information will be kept in strictest confidence and used only in consideration of the suitability of this applicant for a position where such an exception is appropriate).

### **PART C**

1. Please enclose a statement giving your opinion of the applicant's suitability or otherwise for this post. It would be particularly helpful if you could give some indications of strengths and weaknesses in relation to the post details.

- i. I understand that this completed questionnaire will be held on file by Oxford Diocesan Schools Trust
- ii. I understand that Oxford Diocesan Schools Trust employees have the right to access their personal files (including references) under the Data Protection Act
- iii. I declare that the information provided on this form is true and complete to the best of my knowledge and belief.

Referee's signature..... Date:.....

Name and position: .....

Official Stamp (or please attach a compliment slip)

In the event of any queries, please provide your contact details:

Tel No:

Email address:

## APPENDIX 2 – NEW STARTER CHECKLIST

To be completed for all members of staff and volunteers

Name .....Start date.....

Role .....

Detail	Date requested/issued	Date completed/checked by	Notes
Offer issued	n/a		
Reference 1			
Reference 2			
Health clearance			
Right to work			
<b>DBS – ID docs</b>			
1			
2			
3			
Staff disqualification declaration (if applicable)			
DBS Clearance received/Teacher prohibition check complete	n/a		
Bank details			
Emergency contact details			
Contract of employment			
Professional qualification check – eg GTC reference			
Details added to SIMS			

Place on personnel file when complete