

Keeping Children Safe:

Safer Recruitment Policy



**Normand Croft** Community School

**An International Family of Learners**

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**Next review:** As Required

# **Safer Recruitment Policy**

## **1 Introduction**

The purpose of this policy is to set out the requirements for the recruitment of teaching and support staff to Normand Croft Community School. The aim is to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

Decisions concerning the need to recruit staff are delegated to the Headteacher by the Governing Body. All decisions will be made with regard to curriculum needs and financial circumstances.

Decisions regarding remuneration for posts will be made in accordance with the school's Pay Policy.

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

## **2. Statutory Requirements**

This policy is based on the Department for Education's statutory guidance [Keeping Children Safe in Education \(2018\)](#) and [Working Together to Safeguard Children \(2018\)](#).

The School will ensure that the statutory requirements for those engaged in management roles will be upheld.

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

## **3. Equal Opportunities**

The Governors of the school will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010), these being:

age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

The governing body will promote equality in all aspects of school life, including in regard to the recruitment of staff.

#### **4. Identifying of Recruiters**

The School will ensure that the Head Teacher, the Deputy Head, School Business Manager and a least one Governor have successfully completed accredited training in safer recruitment procedures. In line with the requirements, one person on any appointment panel will have undertaken safer recruitment training.

#### **5. Advertising and Inviting Applications**

Advertisements for posts whether in newspapers, journals or online will include the following statement:

“Normand Croft Community School is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post holders will be required to hold an Enhanced Disclosure from the Disclosure & Barring Service (DBS).”

**5.2.** Prospective applicants will be supplied, as a minimum, the following:

- Job description
- Selection Criteria
- The school’s Safer Recruitment Policy (this document)
- Equal Opportunities Policy Statement
- Hammersmith & Fulham application form

**5.3.** Advertisements for teaching posts will usually be placed on the school website and on a suitable national website.

**5.4.** Advertisements for support staff posts will normally be placed on Hammersmith & Fulham website.

**5.5.** In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by school Governors.

**5.6.** For temporary posts, such as those to cover maternity leave, the post may be filled by long term agency staff, or and in some cases through advertisement on Hammersmith & Fulham and national websites.

**5.7.** Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally, or externally on suitable national websites.

**5.8.** Advertisements will specify: the main subjects to be taught and/or the nature of any leadership allowance; the start date of the appointment, and whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the Contract. Remuneration for the post will be expressed in terms of the applicable pay scales and the closing date for applications will also be stated.

## **6. Applications**

**6.1.** Prospective applicants will respond to the advertisement by requesting or downloading further information and an application pack from the school office. The application form will be returned to the school by the specified closing date accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a completed application form.

**6.2.** Applications received after the published closing date will not be considered unless there is clear evidence that the late receipt of the application has been caused by a postal delay. Such evidence would generally be an application with franking showing that it was posted first class at least one day before the published closing date. Applicants are advised to submit their applications by e-mail to avoid late arrival.

## **7. Short Listing and References**

**7.1.** Short-listing will take place against the person specification for the post. Where possible, references will be sought prior to interview so that any discrepancies can be probed during interview. The short list will be compiled by a similar panel to that involved in long-listing.

**7.2.** References will be sought directly from the referees for successful candidates and references or testimonials provided by the candidate will never be accepted.

**7.3.** Candidates are required to provide a referee from their most recent employer without exception.

**7.4.** Referees may be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

**7.5.** If a teaching candidate is not currently employed as a teacher, checks will be made with their most recent school, college or local authority to confirm details of their employment and the reasons for leaving.

**7.6.** Referees will be asked to complete the school reference request form which asks for confirmation of:

- the candidate's suitability for working with children or young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for the post.

**7.7.** School employees are entitled to see and receive, if requested, copies of their employment references. Each reference produced by a member of staff at the school, for another colleague, will be forwarded to the Head Teacher for consideration prior to issue and will be kept on a central file.

## **8. The Selection Process**

**8.1.** Selection techniques will be determined by the nature and duties of the vacant post. Teaching staff will be required, in all circumstances, to give a demonstration

lesson in front of school staff. Leadership posts will require the candidates to undertake a series of tasks and possibly a series of panel interviews.

**8.2.** In all circumstances, candidates that are successful in the initial phase of selection, will be required to attend an interview. Unsuccessful candidates will not be retained for interview.

**8.3.** Interviews will always be face-to-face. In rare circumstances, e.g. if the prospective candidate is abroad, this may be conducted via a visual electronic link. Telephone interviews may be used at the short-listing stage but are not an alternative to face-to-face contact.

**8.4.** Candidates will always be required to:

- explain satisfactorily any gaps in employment;
- explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- declare any information that is likely to appear on a DBS disclosure;
- demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **9. Employment Checks**

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought

All successful applicants are required to:

- provide proof of identity (e.g. passport; driving license photo card);
- complete a DBS disclosure application and receive satisfactory clearance;
- obtain a barred list check if the individual will start work in regulated activity before the DBS certificate is available;
- complete a confidential health questionnaire to verify the candidate's mental and physical fitness to carry out their work responsibilities;
- provide actual certificates of professional qualifications (teaching staff or where required);

- provide proof of address (e.g. recent utility bill, bank or credit card statement)
- provide proof of eligibility to live and work in the UK.

## **10. Confirming the appointment**

Documentation will be checked by a member of staff suitably trained in safer recruitment processes.

**10.1.** The final offer of employment will be subject to:

- a satisfactory enhanced DBS including barred list check
- verification of the person's right to work in the UK
- a check that the candidate is not subject to a prohibition order using the NCTL Teacher Services
- a satisfactory EEA check using the NCTL Teacher Services' for individuals who have lived or worked outside the UK
- receipt of a satisfactory health check questionnaire
- receipt of final references from previous employers
- verification of professional qualifications as appropriate

The school reserves the right not to proceed with, or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form or if any of the documents referred to in section 9 have been falsified in any way.

The school manage the recruitment documentation in staff files by using a Safer Recruitment and Staff Employment check lists.

## **11. Induction**

**11.1.** All staff who are new to the school will receive full induction training that will include the school's safeguarding policies and guidance on safe working practices. Staff will be required to read the Staff Code of Safe Practice and the school's Safeguarding & Child Protection Policy.

**11.2.** Staff will also be required to read, and confirm that they have read and understood part one of the most recent edition of 'Keeping Children Safe in Education'.

**11.3.** Staff will also be required to complete Safeguarding in Education training, which will include training on the PREVENT duty.

**11.4.** Regular meetings will be held during the first three months of employment between the new employees and the appropriate line manager.

## **12. Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **12.1 Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school. For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

## **12.2 Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

## **12.3 Volunteers**

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

## **12.4 Governors**

All governors will have an enhanced DBS check.

All governors will also have a section 128 check

## **13. Other useful policies**

**Safeguarding policy** on school website [www.normandcroftschoo.co.uk](http://www.normandcroftschoo.co.uk)

**Site Security policy** on school website [www.normandcroftschoo.co.uk](http://www.normandcroftschoo.co.uk)